



WILLMAR CITY COUNCIL MEETING

MONDAY, APRIL 3, 2023 @ 6:30 PM

BOARD ROOM HEALTH AND HUMAN SERVICES BUILDING

2200 – 23rd STREET NE, WILLMAR MINNESOTA

ALSO AVAILABLE BY ELECTRONIC MEANS FOR REMOTE COUNCIL MEMBERS

AGENDA

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Proposed Additions or Deletions to Agenda
5. Consent Items

Approve:

- A. City Council Minutes - March 20, 2023
 - B. City Council Work Session Minutes - March 14, 2023
 - C. CCT Minutes - September 27, 2022
 - D. CVB Board Minutes - January 27, 2023
 - E. Municipal Utilities Commission Minutes - March 27, 2023
 - F. Parks and Recreation Board Minutes - November 16, 2022
 - G. Parks and Recreation Board Minutes - February 15, 2023
 - H. Police Commission Minutes - February 6, 2023
 - I. Accounts Payable Report, 03-15-23 Thru 03-28-23
 - J. Municipal Owned Property On-Sale Liquor License Holder Permit –Spurs Corporation
 - K. Statutory Municipal Liability Coverage Limits - City Options
 - L. Updated City Safety Equipment/ Gear Policy
 - M. Public Works Pickup Purchase Amendment
 - N. Police Commission Appointment-Lilbon Clark
 - O. Airport Commission Appointment-David Frey
6. Approve Consent Agenda Items
 7. Items Removed from Consent Agenda
 8. Open Forum (Individuals Limited to Three (3) Minutes)
 9. Regular Business
 - A. Accept and authorize final payment for Project No. 2203-A
 - B. DNR Public Water Access Cooperative Agreement

- C. Set the Public Hearing Date for the Tevalan Rezone
 - D. Consider Approving the Purchase of a Second Set of Turnout Gear
 - E. City of Willmar Rebranding Request for Proposals
 - F. Resolution to Acknowledge Donations for First Quarter 2023
10. "Community Pride" Announcements
 11. Adjourn to Closed Session
 - A. Closed Session Under MN Statute 13D.05 Subd.3
 12. Adjourn

WILLMAR CITY COUNCIL PROCEEDINGS
BOARD ROOM
HEALTH AND HUMAN SERVICES BUILDING
WILLMAR MINNESOTA
ALSO AVAILABLE BY ELECTRONIC MEANS FOR REMOTE COUNCIL MEMBERS

March 20, 2023
6:30 p.m.

The regular meeting of the Willmar City Council was called to order by Mayor Douglas Reese. Members present on a roll call were Mayor Douglas Reese, Council Members Justin Ask, Audrey Nelsen, Vicki Davis, Carl Shuldes, Michael O'Brien, Thomas Butterfield, Julie Asmus, and Rick Fagerlie. Present 9, Absent 0.

Also present were City Administrator Leslie Valiant, City Operations Director Kyle Box, Police Chief Jim Felt, Finance Director Steve Okins, Parks and Recreation Director Rob Baumgarn, Planning and Development Services Director Justice Walker, Public Works Director Gary Manzer, Human Resources Director LuAnn Sietsema, City Clerk Judy Thompson, and City Attorney Robert Scott.

There were no additions or deletions to the agenda.

Council Member Ask moved to approve the agenda. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

City Clerk Thompson reviewed the consent agenda.

- A. City Council Minutes - March 6, 2023
- B. Willmar Municipal Utilities Commission Minutes - March 13, 2023
- C. Willmar Bike Leadership Team Meeting Minutes - March 15, 2023
- D. Willmar Planning Commission Minutes - March 1, 2023
- E. Accounts Payable Report, 03-01-23 thru 03-14-23
- ~~F. Liquor License Renewals~~
- G. **Resolution No. 2023-045 Advertisement Agreement with Willmar Baseball Association**
- H. **Resolution No. 2023-046 Advertisement Agreement with Willmar Softball Association**
- I. **Resolution No. 2023-047 Renewal of a Master Joint Powers Agreement with the State of Minnesota.**
- J. **Resolution No. 2023-048 Affirm a Potentially Dangerous Dog**

Information:

- K. Building Report February 2023
- L. Police Commission Appointment of Lilbon Clark
- M. Airport Commission Appointment of David Frey

Council Member Ask offered a motion to approve the consent agenda. Council Member Nelsen asked that Item F. be removed for discussion. Council Member Davis seconded the motion to approve the consent agenda, with the removal of Item F., which carried on a roll call vote of Ayes 8, Noes 0.

Council Member Nelsen asked about the statement "pending policy department approval" on the liquor license renewals. Police Chief Felt stated his department hadn't completed their process at the time the packet needed to be printed. Council Member Nelsen then offered a motion to approve Item F. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

The following individuals addressed the Mayor and Council during the Open Forum to offer their support for the City Hall/Community Center to be located at the former J.C. Penney site at the Uptown Mall: Ron Mackedanz, David Frey, Diana Frey, Ken Newberg, Jo deBruycker, Andy Wiener, Dion Warne, Ken Behm, Bob Poe, Karen Hernandez, Dan Drevlow, and Sheila Bass.

Human Resources Director Sietsema presented a request to approve the updated Personnel Policy Handbook and referenced policy changes for the first section of two as presented.

Following discussion, Council Member Fagerlie offered a motion to approve staff's request. Council Member Butterfield seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Public Works Director Manzer presented a request to approve the professional services agreement with Bolton and Menk, Inc. for design and construction related services for the replacement of Eagle Lake Lift Stations No. 7 and 8, and repairs to No. 9 in the amount of \$243,800.

Following discussion, **Resolution No. 2023-049 Awarding the Engineering Professional Services: Eagle Lake Lift Stations No. 7, 8, and 9 to Bolton and Menk, Inc. in the Amount of \$243,800** was introduced by Council Member Fagerlie. Council Member Ask seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

City Administrator Valiant presented a request to approve a site location for a combined City Hall and Community Center.

Following a lengthy discussion, Council Member Ask offered a motion to table the decision until June 5th to allow for current costs for the J.C. Penney site to be presented. Council Member Shuldes seconded the motion.

Council Member Butterfield offered a friendly amendment to change the date to May 15th for the current costs to be presented to Council. The motion then carried on a roll call vote of Ayes 8, Noes 0.

Following further discussion, Council Member Davis offered a motion to hire a structural engineer to view the J.C. Penney site and present findings to the Council. Council Member Ask seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Following additional discussion, Council Member Fagerlie offered a motion to direct staff to view the Restore Building, formerly Goodwill, for an option for the Community Center location. Council Member Nelsen seconded the motion, which failed on a roll call vote of Ayes 3, Noes 5. Council Members Ask, Davis, Shuldes, O'Brien, and Asmus voted "no".

At 8:01 p.m. Council Member O'Brien left the meeting.

Planning and Development Services Director Walker presented a request to appoint Lewis Young Robertson & Burningham, Inc. (LYRB) as the municipal advisor for the Hometown Fiber Project financing.

Following discussion, **Resolution No. 2023-050 Approving Lewis, Young, Robertson, and Burningham as the Municipal Advisor for Bonding & Contracting Throughout the Hometown Fiber Project** was introduced by Council Member Ask. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 6, Noes 1. Council Member Fagerlie voted "no."

Planning and Development Services Director Walker presented a request to approve Hometown Fiber as the City's technical broadband consultant and representative.

Following discussion, **Resolution No. 2023-051 A Resolution to Execute a Contract for Professional Services with Hometown Fiber for Technical Broadband Consulting and Representation for \$29,900** was introduced by Council Member Nelsen. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 6, Noes 1. Council Member Fagerlie voted "no".

Planning and Development Services Director Walker presented a request to accept funds for Willmar Main Street Grants.

Following discussion, **Resolution No. 2023-052 A Resolution That the City of Willmar Will Accept Funds for SMAC Art-Project Grant for Willmar Main Street** was introduced by Council Member Fagerlie. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Resolution No. 2023-053 A Resolution That the City of Willmar Will Accept Funds for United Way Community Focus Grant for Willmar Main Street was introduced by Council Member Fagerlie. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Resolution No. 2023-054 A Resolution That the City of Willmar Will accept Funds for Vision 2040 General Funding Grant for Willmar Main Street was introduced by Council Member Shuldes. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Resolution No. 2023-055 A Resolution That the City of Willmar Will Accept Funds for USDA Farmer's Market Promotion Program for Willmar Main Street was introduced by Council Member Fagerlie. Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Planning and Development Services Director Walker presented a request to approve the purchase of a post clock on the sidewalk at the intersection of Benson Ave SW and 4th Street SW. The cost of the clock will be paid for and reimbursed as a part of the Small Cities Grant.

Following discussion, **Resolution No. 2023-056 A Resolution That the City of Willmar Will Purchase the E Howard Plus Clock for \$13,205 From Lumichron Commercial Clocks** was introduced by Council Member Shuldes. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

City Administrator Valiant opened the discussion to approve the future work session calendar as presented.

Following discussion, Council Member Ask offered a motion to approve the work session calendar as presented. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Council Member Fagerlie offered the following comments: Baseball Boosters are selling tickets for the April 22, 2023 double header Twins and Willmar Cardinal game at Target Field. The tickets are on sale for \$10.00 and can be purchased by contacting INFO@willmarbaseball.com. The Willmar Cardinals will be playing the Alexandria Cardinals following the Twins game.

Council Member Fagerlie offered a motion to adjourn the meeting, with Council Member Ask seconding the motion, which carried. The meeting adjourned at 8:40 p.m.

MAYOR

Attest:

SECRETARY TO THE COUNCIL

RESOLUTION NO. 2023-045

**A RESOLUTION APPROVING A THREE-YEAR ADVERTISING AGREEMENT WITH THE WILLMAR
BASEBALL ASSOCIATION FOR ADVERTISING RIGHTS AT THE SWANSSON FIELD BASEBALL/SOFTBALL
COMPLEX**

Motion By: Ask Second By: Davis

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the Mayor and City Administrator of the City of Willmar is hereby authorized to approve a 3-year agreement with the Willmar Baseball Association for advertising rights at the Swansson Field Baseball/Softball Complex.

Dated this 20th day of March 2023

/s/ Douglas Reese
MAYOR

ATTEST:

/s/ Judy Thompson
CITY CLERK

RESOLUTION NO. 2023-046

**A RESOLUTION APPROVING A ONE-YEAR ADVERTISING AGREEMENT WITH THE WILLMAR
SOFTBALL ASSOCIATION FOR ADVERTISING RIGHTS AT THE CIVC CENTER BASEBALL/SOFTBALL
COMPLEX**

Motion By: Ask Second By: Davis

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the Mayor and City Administrator of the City of Willmar are hereby authorized to approve a 1-year agreement with the Willmar Softball Association for advertising right at the Willmar Civic Center Baseball/Softball Complex.

Dated this 20th Day of March, 2023

/s/ Douglas Reese
MAYOR

ATTEST:

/s/ Judy Thompson
CITY CLERK

RESOLUTION NO. 2023-047

RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE CITY OF WILLMAR ON BEHALF OF ITS CITY PROSECUTOR AND POLICE DEPARTMENT

Motion By: Ask

Second By: Davis

WHEREAS, the City of Willmar on behalf of its Prosecuting Attorney and Police Department desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the City is eligible. The Joint Powers Agreements further provide the City with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the City to pay the costs for the network connection.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of Willmar on behalf of its Prosecuting Attorney and Police Department, are hereby approved.
2. That the Willmar Chief of Police-James Felt or his successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.
3. That the City Prosecutor, Thomas M. Anderson, or his or her successor, is designated the Authorized Representative for the Prosecuting Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.
4. That Doug Reese, the Mayor for the City of Willmar, and Leslie Valiant, the City Administrator, are authorized to sign the State of Minnesota Joint Powers Agreements.

Passed and Adopted by the Council on this 20th day of March, 2023

CITY OF WILLMAR

/s/ Douglas Reese
By: Doug Reese
Its Mayor

ATTEST:

/s/ Leslie Valiant
By: Leslie Valiant
Its City Administrator

**CITY OF WILLMAR
RESOLUTION NO. 2023-048**

**FINDINGS, CONCLUSIONS AND ORDER OF WILLMAR CITY COUNCIL ON HEARING REGARDING
WILLMAR POLICE DEPARTMENT'S DECEMBER 12, 2022 POTENTIALLY DANGEROUS DOG
DECLARATION**

Motion By: Ask

Second By: Davis

WHEREAS, the Applicant, Susan Elaine Berge, requested a hearing before the City of Willmar City Council pursuant to City of Willmar Ordinance #4-64 seeking review of a potentially dangerous dog declaration notice the City's Police Department issued to her on December 12, 2022, with respect to a German Shepherd named Paisley owned by Applicant for an incident that occurred on November 29, 2022, and

WHEREAS, the City of Willmar Ordinances regulating potentially dangerous animals are substantively consistent with Minnesota Statute Section 347.50, *et seq.*

WHEREAS, Applicant is the owner of Paisley pursuant to City of Willmar Ordinance #4-56, which defines "owner" as "any person . . . possessing, harboring, keeping, having an interest in, or having care, custody, or control of a dog."

WHEREAS, City of Willmar Ordinance #4-57(a) defines a "potentially dangerous animal" as any dog that:

- (1) When unprovoked, bitten a human or a domestic animal on public or private property;
- (2) When unprovoked, chased or approached a person upon the streets, sidewalks, or any public or private property, other than the animal owner's property, in an apparent attitude of attack; or
- (3) A known history or propensity, tendency or disposition to attack while unprovoked, causing injury or otherwise threatening the safety of humans or domestic animals.

WHEREAS, for the purposes of the above statutory definitions of dangerous and potentially dangerous animals, "provocation" means "an act that an adult could reasonably expect may cause an animal to attack or bite." City of Willmar Ordinance #4-56; and

WHEREAS, pursuant to Minn. Stat. § 347.565, the State of Minnesota's dangerous dog laws must be enforced by the City's animal control authority; and

WHEREAS, the animal control authority for the City of Willmar is the Willmar Police Department pursuant to City of Willmar Ordinance #4-55(b); and

WHEREAS, Applicant submitted a written request for a hearing on the City's December 12, 2022 potentially dangerous dog declaration which was received by the City on January 4, 2023; and

WHEREAS, all required notices that the requested hearing to review the City's December 12, 2022 potentially dangerous dog declaration would be conducted in a meeting of the City Council to be held on March 6, 2023 at 6:30 p.m. at the Board Room of the Kandiyohi County Health and Human Services Building were duly made to Paisley's owner by the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLMAR, MINNESOTA, that based upon the record, testimony and evidence presented at said hearing, the City Council makes the following:

FINDINGS

1. Applicant Susan Elaine Berge resides at 605 2nd St. SW, Willmar, Minnesota, and has an ownership interest in Paisley, an adult female German Shepherd dog born February 12, 2018.
2. On November 29, 2022, Paisley, when unprovoked, approached Sandra Marie Tersch, a 67-year-old Willmar resident, while Ms. Tersch was on a public sidewalk in Willmar, in an apparent attitude of attack.

3. During the encounter, Paisley inflicted a bite on Ms. Tersch's arm and thumb. The bite inflicted by Paisley on Ms. Tersch's thumb resulted in bruising and a trip later in the evening to the local hospital from which she gave her statement to the Willmar Police Department. Ms. Tersch's statement to the Willmar Police Department claims that Paisley dragged her to the ground, causing soreness to her ribs. A photograph of Ms. Tersch's thumb was provided for consideration.
4. In a notice and declaration dated December 12, 2022, Sergeant Chad Oakleaf of the Willmar Police Department informed the applicant, Susan Berge, that the City considered Paisley to be potentially dangerous, and that failure to comply with the Potentially Dangerous Dog requirements could result in the impoundment of Paisley and/or criminal charges.
5. The December 12, 2022 notice and declaration provided Susan Berge with the opportunity to request a hearing before the City Council to appeal the City's determination by January 5, 2023.¹
6. Sergeant Chad Oakleaf served Susan Berge with the Police Department's Potentially Dangerous Dog Determination Review on December 15, 2022.
7. As of December 15, 2022, Applicant Susan Berge was in compliance with all Potentially Dangerous Dog requirements.
8. Susan Berge submitted a letter of appeal to the Willmar Police Department on January 4, 2023.
9. The public hearing for the appeal was previously scheduled to be heard on February 21, 2023, but the public hearing was reconvened on March 6, 2023 to consider the appeal.
10. In response to Applicant's request for a hearing, the City Council conducted a hearing on March 6, 2023 and received public testimony regarding the potentially dangerous dog declaration from Paisley's owner and Applicant, Susan Berge, Chief of Police Jim Felt, and two witnesses of Paisley's behavior specified in findings 2-3. Chief of Police Jim Felt relied upon Ms. Tersch's previous statements and the facts contained in the notice declaring Paisley a potentially dangerous dog in lieu of requesting Ms. Tersch provide public testimony.
11. All required notices regarding the March 6, 2023 City Council hearing to review the City's December 12, 2022 potentially dangerous dog declarations were properly made by the City.
12. The individuals who testified at the March 6, 2023 hearing are shown on Exhibit A, which is attached hereto and incorporated herein by reference.
13. Testimony from Applicant established that after Paisley was able to escape the secured area of Applicant's property, Paisley approached and barked at Ms. Tersch while Ms. Tersch was on the public sidewalk.
14. Testimony from Applicant and two witnesses appearing on behalf of Applicant disputed the claim that Paisley bit Ms. Tersch without provocation. Each witness provided testimony that Ms. Tersch immediately kicked toward Paisley and swung her backpack at Paisley after Paisley approached and barked at her on the sidewalk. According to Applicant and witnesses, the actions of Ms. Tersch may have provoked an unintentional bite from Paisley.

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLMAR, MINNESOTA, that based upon the record, testimony, and evidence presented at said hearing and the above findings, the City Council makes the following:

¹ The notice and declaration contained a typo providing a deadline of "January 5, 2022" for the letter of appeal or compliance with the requirements.

CONCLUSIONS AND ORDER

1. Pursuant to City of Willmar Ordinance #4-57(a), a determination that Paisley is a potentially dangerous animal will be affirmed if **one or more** of the following criteria has been established:
 - 1) When unprovoked, Paisley has bitten a human or a domestic animal on public or private property;
 - 2) When unprovoked, Paisley has chased or approached a person upon the streets, sidewalks, or any public or private property, other than the animal owner's property, in an apparent attitude of attack; or
 - 3) Paisley has a known history or propensity, tendency or disposition to attack while unprovoked, causing injury or otherwise threatening the safety of humans or domestic animals.
2. That Paisley, having approached a person, unprovoked, upon the public sidewalk in an apparent attitude of attack, is a potentially dangerous dog as defined by Minn. Stat. § 347.50, subd. 3(2) and Willmar City Code 4-57(a)(2).
3. That the City Police Department's December 12, 2022 declaration with respect to Paisley is hereby **AFFIRMED** in its entirety.
4. That Paisley's owners shall fully comply with the registration requirements for a potentially dangerous dog contained in Willmar City Code Section 4-57(b), and that Paisley's owner's failure to do so could result in seizure and impoundment of Paisley pursuant to Willmar City Code 4-57(d).

Adopted on March 20, 2023, by the City Council of the City of Willmar.

/s/ Douglas Reese
Doug Reese, Mayor

ATTEST:

/s/ Judy Thompson
Judy Thompson, City Clerk

Exhibit A

List of Individuals Testifying at the March 6, 2023 Hearing

1. Chief of Police Jim Felt
2. Applicant Susan Berge
3. Witness Stephen Stewart
4. Witness John Landon

RESOLUTION NO. 2023-049

A RESOLUTION AWARDING THE ENGINEERING PROFESSIONAL SERVICES: EAGLE LAKE LIFT STATIONS NO. 7, 8 & 9 TO BOLTON AND MENK, INC. IN THE AMOUNT OF \$243,800.

Motion By: Fagerlie

Second By: Ask

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Bolton and Menk, Inc. of Willmar, MN for the professional services of the replacement of Eagle Lake Lift Stations No. 7 & 8, and the repair of Eagle Lake Lift Station No. 9 projects is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$243,800.

Dated this 20th day of March, 2023

/s/ Douglas Reese
Mayor

Attest:

/s/ Judy Thompson
City Clerk

RESOLUTION NO. 2023-050

A RESOLUTION APPROVING LEWIS, YOUNG, ROBERTSON, AND BURNINGHAM AS THE MUNICIPAL ADVISOR FOR BONDING & CONTRACTING THROUGHOUT THE HOMETOWN FIBER PROJECT.

Motion By: Ask

Second By: Nelsen

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that Lewis, Young, Robertson, and Burningham will serve as the municipal advisor for bonding & contracting throughout the Hometown Fiber project and has been approved, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to execute a version thereof.

Dated this 20th day of March, 2023

/s/ Douglas Reese
MAYOR

Attest:

/s/ Judy Thompson
CITY CLERK

RESOLUTION NO. 2023-051

A RESOLUTION TO EXECUTE A CONTRACT FOR PROFESSIONAL SERVICES WITH HOMETOWN FIBER FOR TECHNICAL BROADBAND CONSULTING AND REPRESENTATION FOR \$29,990.

Motion By: Nelsen

Second By: Davis

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, to execute a contract for professional services with Hometown Fiber for technical broadband consulting and representation for \$29,990, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to execute a version thereof.

Dated this 20th day of March, 2023

/s/ Douglas Reese
Mayor

Attest:

/s/ Judy Thompson
City Clerk

RESOLUTION NO. 2023-052

A RESOLUTION THAT THE CITY OF WILLMAR WILL ACCEPT FUNDS FOR SMAC ART-PROJECT GRANT FOR WILLMAR MAIN STREET.

Motion By: Fagerlie

Second By: Davis

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the City of Willmar will accept funds for SMAC Art-Project grant for Wilmar Main Street should it be awarded, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to execute a version thereof.

Dated this 20th day of March, 2023

/s/ Douglas Reese
Mayor

Attest:

/s/ Judy Thompson
City Clerk

RESOLUTION NO. 2023-053

**A RESOLUTION THAT THE CITY OF WILLMAR WILL ACCEPT FUNDS FOR
UNITED WAY COMMUNITY FOCUS GRANT FOR WILMAR MAIN STREET.**

Motion By: Fagerlie

Second By: Davis

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the City of Willmar will accept funds for United Way-Community Focus grant for Wilmar Main Street should it be awarded, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to execute a version thereof.

Dated this 20th day of March, 2023

/s/ Douglas Reese
Mayor

Attest:

/s/ Judy Thompson
City Clerk

RESOLUTION NO. 2023-054

**A RESOLUTION THAT THE CITY OF WILLMAR WILL ACCEPT FUNDS FOR
VISION 2040 GENERAL FUNDING GRANT FOR WILMAR MAIN STREET.**

Motion By: Shuldes

Second By: Davis

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the City of Willmar will accept funds for Vision 2040 General Funding grant for Wilmar Main Street should it be awarded, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to execute a version thereof.

Dated this 20th day of March, 2023

/s/ Douglas Reese
Mayor

Attest:

/s/ Judy Thompson
City Clerk

RESOLUTION NO. 2023-055

A RESOLUTION THAT THE CITY OF WILLMAR WILL ACCEPT FUNDS FOR USDA FARMER'S MARKET PROMOTION PROGRAM FOR WILMAR MAIN STREET.

Motion By: Fagerlie

Second By: Shuldes

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the City of Willmar will accepts funds for USDA Farmer's Market Promotion Program grant for Wilmar Main Street should it be awarded, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to execute a version thereof.

Dated this 20th day of March, 2023

/s/ Douglas Reese
Mayor

Attest:

/s/ Judy Thompson
City Clerk

RESOLUTION NO. 2023-056

A RESOLUTION THAT THE CITY OF WILLMAR WILL PURCHASE THE E HOWARD PLUS CLOCK FOR \$13,205 FROM LUMICHRON COMMERCIAL CLOCKS.

Motion By: Shuldes

Second By: Nelsen

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, to purchase the E Howard Plus Clock for \$13,205 from Lumichron Commercial Clocks for the downtown streetscape plan, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to execute a version thereof.

Dated this 20th day of March, 2023

/s/ Douglas Reese
Mayor

Attest:

/s/ Judy Thompson
City Clerk

City Council Work Session Minutes
Willmar Event/Civic Center – Community Room
WILLMAR, MINNESOTA

March 14, 2023
6:30 p.m.

The City Council Work Session was called to order by Mayor Reese. Members present on a roll call were Mayor Douglas Reese, Council Members: Justin Ask, Vicki Davis, Carl Shuldes, Audrey Nelsen, Rick Fagerlie, Julie Asmus, Thomas Butterfield, and Michael O'Brien. Present 9, Absent 0.

Also present were City Administrator Leslie Valiant, City Operations Director Kyle Box, City Engineer Jared Voge, Information Systems Coordinator Jonah Johnson, Public Works Director Gary Manzer, Human Resources Director Luann Sietsema, and Parks & Recreation Director Rob Baumgarn.

There were no additions or deletions to the agenda as presented.

Dion Warne of the Willmar Ten Group provided an overview of the group's concept of a combined City Hall and Community Center located at the current JCPenney Building located in the Uptown Mall. Warne discussed the history of this proposal dating back to 2020. When the current council opened back up the option to locate a site at the current community center, Willmar Ten wished to bring the option of the JC Penney Building for an updated presentation.

Councilmember Butterfield asked a clarifying question regarding snow removal. Dion Warne provided options for snow removal on the proposed JC Penny site.

Councilmember O'Brien asked a clarifying question as to when the JCPenney building was built. Warne commented that the property was constructed in the 1970s.

Councilmember Asmus asked an operational question about the JCPenney building and if the HVAC system is connected to the rest of the mall. Warne commented that the HVAC system is a stand-alone system from the rest of the mall.

Mayor Reese asked about the longevity of the building, being that it is already 50 years old. Kelly Terwisscha, CEO of Terwisscha Construction, commented that the building would need to be maintained but can last as long as it is needed to.

Councilmember Shuldes brought concerns about it being an older building. Warne commented that they couldn't guarantee economic impact but felt that this project could bring other developments to the mall.

Councilmember O'Brien asked if Rockstep is committed to maintaining the building. Warne discussed Rockstep's portfolio and their 17 other mall locations.

Mayor Reese clarified that he contacted the Willmar 10 group to learn more information on their previous proposal but has concerns with Rockstep about maintaining their property including the parking lots.

City Administrator Valiant asked if there were any association costs with the City owning this proposed site. Warne commented that a shared wall agreement would be needed with the City of

Willmar and Rockstep.

Ken Behm, with Willmar Ten, commented on options to designate funds to repair parts of the parking lot. Warne added that there is a mortgage on the mall property.

Councilmember Ask asked how long this project would take. Kelly Terwisscha stated that construction would take 12 months and 6 months of design.

Councilmember Nelsen clarified that this is being presented as a closed project and would not a public bidding process. Nelsen also added that the 10-million-dollar figure was also a number being used for a new city hall two years ago. Nelsen shared other concerns about the overall project at this location and if this is the right fit for the City.

Ron Christianson, a member of the audience, asked clarifying questions on the lease vs. own, tax roll impact, concerns of Rockstep's validity, shared costs, tenant status, and conflict of interest.

Mayor Reese asked about the cost. Warned commented that they added 40% to their original number but do not have an exact cost at this time due to the quick turn around after being asked to present at the work session

Councilmember Shuldes asked Willmar Ten if they could guarantee that the building would last another 50 years.

At 7:25 p.m. Mayor Reese called for a 5-minute recess.

At 7:35 p.m. Mayor Reese reconvened the Council.

Bruce Schwartzman provided an overview of the work BKV has done for the City to date and presented several site location options for the community center and city hall.

BKV provided an overview of the community center locations at Gesch, Lincoln, and Lakeland Elementary.

Councilmember Ask asked about traffic flows on Trott Ave SE.

Councilmember Shuldes asked about the city parking lot off Minnesota Ave SE.

Mayor Reese asked about the future development of Minnesota Ave and 9th Street.

City Hall locations that were discussed were the current location, Block 50, and the current community center site.

Doug Green with Baker Tilly provided an overview of the finances of a proposed project.

Councilmember Butterfield asked about adding on facilities at a later date. BKV responded that currently, each year would add an additional \$2.5 million to a proposed \$20 million project.

Councilmember Butterfield was asked about his position on a City Hall. He is in favor of the Robbins Island site but would like to open the discussion up with the new members of the Council.

Councilmember Davis was in favor of the Robbins Island site.

Mayor Reese commented in favor of the Robbins Island site.

Councilmember Asmus is in favor of the Uptown Mall location because of the cost.

Councilmember Davis commented on the age of the mall and how much longer it would last.

Councilmember Nelsen is in support of the Robbins Island site.

Councilmember Ask discussed with City Engineer Jared Voge the construction integrity of the JC Penney building and what is contained within. Councilmember Ask was concerned with the cost but favored the location.

Councilmember Fagerlie is in favor of the Uptown Mall location.

Councilmember O'Brien is in favor of the Robbins Island site.

Mayor Reese summarized after discussion with the Council that it was between the Robbins Island and Uptown Mall locations.

Councilmember Shuldes commented in favor of the Robbins Island site.

Councilmember Butterfield asked for a consensus to add this agenda item to the upcoming City Council Meeting's Agenda.

Meeting was adjourned at 9:12 p.m.

/s/
City Mayor

Attest:

/s/
City Operations Director

MINUTES
Central Community Transit
Operations Board

Tuesday, September 27, 2022

10:00 a.m.

Hybrid Meeting/Zoom Video Conference - Willmar Office

Members Present: Chad Christianson, Donna Whitcomb, Jan Wrase

Members via Video/Phone: Amanda Becker, Jeff Filipek, Jodi Findley, Deb Grunwald, Judy Thompson

Members Absent: Paul Bukovich, Michelle Prah

Staff Present: Tiffany Collins, Transit Director; Doug Sweeter, Operations Coordinator; Patti Flannigan, Office Coordinator

Staff Absent: Donna Anderson, Assistant Transit Director

Introductions

The Central Community Transit Operations Board meeting was called to order. Introductions were given.

Approval of Agenda

No additions or changes to the agenda. **Donna Whitcomb made a motion to approve the agenda. Jan Wrase seconded the motion, which carried.**

Approval of Minutes

Jan Wrase made a motion to approve the minutes from June 28, 2022. Donna Whitcomb seconded the motion, which carried.

Director's Update

Financials Review - Tiffany reviewed financials through August. Revenues targeted at 33% remaining, currently reflecting 35%. When projecting Farebox and Special Services budget revenue a year ago, ridership was uncertain due to COVID. MnDOT Grant is paid quarterly, expecting the 4th quarter payment around the first part of October with an anticipated grant reduction request. The Federal Grant has been received for 1st and 2nd quarter. Reviewed Checking, Savings, Savings Direct and MPT Reserve Accounts. Expenditures targeted at 33%, currently reflecting 51% remaining for Personnel. Openings remain for unfilled administration positions and for drivers; short on drivers in all three locations. Administration expenses reflecting 52.3% remaining. The 2021 Audit has been pushed back; anticipated field work is expected within the next two weeks. The budgeted Audit Service (1144) \$10,500 will be spent upon audit completion. Computer Expense (1161) for August reflects \$42,000 for RouteMatch annual maintenance fee for dispatching software. Vehicle Charges with 40.5% remaining are being monitored closely with additional incoming August bills yet to be received. Tires (1240) may need an amendment due to the recently placed tire order. Internal Routine Parts (1220) and Contract Labor-Routine (1230) continue to be monitored due to additional expenses with running high mileage buses. The driver area on the floor is deteriorating to the point of having a hole develop on two of the buses. New sheeting was installed to repair. Drivers have been alerted to watch for problems. Bus updates: 2020-2021 bus orders remain; received 1 of 7 buses, 2022 contract is for one 5310 bus, 2023 application has just been submitted for 3 buses; no contract at this point. Insurance Charges for Liability Insurance (1410) paid for the full year, reflecting slightly underbudget. Insurance Reimbursement (1596) reflecting accident reimbursements. Capital Expenditures Vehicles (1710) \$92,628 for one of the 2020 buses that was received in 2022. Non-MnDOT serves as a holding place for the tracking of excess revenue and non-MnDOT funds until utilization towards the facility fund or other areas. Funds were utilized for the purchase of an old used bus from Trail Blazer Transit in the amount of \$4,000 and architectural fees of \$8,640 regarding the new Willmar facility project. Other local share dollars (2028.50) are being received from other cities; last year no funds were collected with the receiving of CARES Act Dollars. Funds collected in prior years for Capital Expenditures: 2020 \$122,280.11 and 2021 \$87,585.16 will be utilized to cover local share when the 2020 and 2021 buses arrive. General Transportation Volunteer Driver Program Revenues for Title III Donations, Cost Share, Title III-B Grant and Contracts were reviewed. An adjustment will be made to line item (2013) Title III Donation for the August entry to (2023) Title III-B Grant. Claims processing is going well with no collection issues. The claims billing is taking more time and dispatchers have been utilized to assist; tracking of allocated time is being done with General Transportation as well as MnDOT. The volunteer driver pool remains low, leaving the focus on our area needs and unable to extend help out. MCOTA members endorsed a bill to raise the charitable mileage reimbursement rate for volunteers from the current 14 cents per mile to equal the rate for business travel as set annually by the IRS which is currently at 62.5 cents per mile. Donna Whitcomb reported that she was in Washington D.C. last week and it was heavily expressed that the Volunteer Driver Program is vital and something must be done to continue the program. Tiffany sits on the boards for MCOTA, MPTA and the Volunteer Driver Coalition. Elderly/Disabled 5310 transportation program has provided smaller trips for group outings in addition to Woodland Center summer transportation.

Ridership - Doug Sweeter reported ridership increasing with the start of school. COVID-19 Weekly Passenger Ridership 2020-2021-2022 graph was reviewed; Chad Christianson suggested

to return to the Monthly Ridership bar graph. Discontinued service remains for the Saturday, Sunday and Evening routes; no drivers. Litchfield has shortened service routes and Olivia has reduced down to 3 routes from 4 routes due to driver availability. Transportation needs are out there and ridership would be close to that of pre-pandemic numbers if we could only find drivers to run all service routes.

Committee Updates - Summary of Meetings - Transit Director

Committee meeting minutes were included for review:

Systems Resource Committee - August 2, 2022 and September 6, 2022 (July 5, 2022 Cancelled).

Administration Committee - August 10, 2022 (July 13, 2022 and September 14, 2022 Cancelled).

Members encouraged to share any questions or concerns.

Recommendation - Design a \$100 punch pass and have discount of 20% to sell for \$80.00. The \$100 punch pass was designed with \$5.00 increments for longer travel distance i.e. Olivia to Willmar. A request from Dream Academy was received regarding a discount due to the influx of children traveling from Olivia to Dream Academy. The bus fare rates were implemented on January 1, 2019 with discounted punch passes: \$20.00 pass for \$18.00 (10% discount), \$40.00 pass for \$34.00 (15% discount), and a \$60.00 pass for \$48.00 (20% discount). Recommendation to remain consistent with a 20% discount to be applied to the \$100.00 value punch pass for the cost of \$80.00, to include punches in increments of \$5.00 or \$6.00 for longer distance travel needs.

Judy Thompson made a motion to recommend a \$100.00 punch pass with a 20% discount for the cost of \$80.00. Jodi Findley seconded the motion, which carried all in favor.

2023 Operational Budget Review - Recommendation

The 2023 Operational budget was submitted for \$4,467,889.22. MnDOT instructed to consider operation needs for 2023 with no more than a 10% overall budget increase for a 1-year budget. CCT budget will be adjusted to reflect MnDOT awarded budget. The increased Personnel budget is hopeful to assist with step increases and determine how to best implement to get employees to a workable wage as the driver starting wage remains low at \$16.07; new hires with experience are able to be given a higher wage.

Health Insurance - The 2023 Medical renewal rates from the SW/WC Service Cooperative are slated at a 5% increase with an embedded policy; single \$621.08 and Family \$1,615.43.

Discussion to increase the Health Savings Plan contribution for each employee enrolled in a CCT health insurance plan. Chad Christianson stated that he will abstain from voting as he is the broker for CCT. Administration budget remained approximately the same. Vehicle Charges for fuel budgeted at 110,000 gallons of gas at \$4.78/gallon and 8,000 gallons of diesel at \$5.45/gallon. Bus Maintenance for preventive maintenance and repairs were increased. CCT's proposed 2023 budget displayed at \$4,467,889.22; Personnel \$3,207,479.22, Administration

\$353,110.00, Vehicle Charges \$717,942.00, Facility \$78,600.00 and Insurance \$110,758.00. Tiffany will bring to the Joint Powers Board for further discussion.

Large Capital and Technology Application Proposal

Large Capital application for 2023 vehicle replacements include: 2-400 Series Gas Buses & 1-500 Series Diesel Bus; bus costs have increased. Technology application for 2027 funding to include: replacement of dispatching technology software; applied last time but didn't receive. The Fare Collection Technology is currently in phase I in Meeker county and moving towards phase II in 2023 with Kandiyohi and Renville counties. The mobile app will be the next piece of technology to plan for. Facility project is slated as a 2027 project with the possibility to be moved up to a 2024 project.

Fleet Update

Bus 5310 was involved in an accident with approximately \$11,000 in damage to the back of the bus. Trying to manage the fleet and mileage as best able, given the high 300,000 plus mileage vehicles. It is helping slightly that not all routes are in service.

Volunteer Driver Program Review

Volunteer driver recruitment continues with RSVP and RTCC. Meeker county has added two volunteer drivers.

RTCC Updates

The RTCC has been very helpful in the recruitment, advertising and promotions of the volunteer driver program. Promotions have taken place with the Farmers Market and also at Walt's Car Wash with the Willmar War Hawks.

"My Ride" - Fare Collection Project - Update

The My-Ride equipment and routers are being installed this week. Training is scheduled in Marshall for October 12th for reader card sales. An informational meeting was held in Litchfield to introduce the My-Ride electronic fare collection system to the local agencies. Promoting will begin with open houses and staff services to assist in user registration.

Other Updates

Jan Wrase announced her upcoming retirement in January 2023. Her anticipated replacement on the CCT Operations Board and Administration Committee will be James Thoms, RN with Fresenius Kidney Care Willmar.

Meeting Set Up/Dates

Operations Board Meeting: December 27, 2022 - 10:00 a.m.

Committee Meetings:

System Resource Committee: October 4, 2022 - 1:00 p.m.

Administration Committee: October 11, 2022 - 10:00 a.m.

Central Community Transit Joint Powers Board Meeting: October 14, 2022 - 9:00 a.m.

Adjourn Meeting

Jan Wrase made a motion to adjourn the meeting. Judy Thompson seconded the motion, which carried.

The meeting adjourned at 11:35 a.m.

Submitted by,
Patti Flannigan
Office Coordinator



City of Willmar

City Council Action Request

Council Meeting Date:	April 3, 2023	Agenda Item Number:	5.D.
Agenda Section:	Consent Items	Originating Department:	City Clerk
Resolution:	No	Prepared By:	Judy Thompson, City Clerk
Ordinance:	No	Presented By:	Judy Thompson, City Clerk
Item:	CVB Board Minutes - January 27, 2023		

RECOMMENDED ACTION:

Approve as presented

OVERVIEW:**BUDGETARY/FISCAL ISSUES:****ALTERNATIVES TO CONSIDER:****ATTACHMENTS:**

1. CVB Board Minutes of 1-27-2023

**Willmar Lakes Area CVB Board Meeting
Little Crow Event Center & Online Via Zoom
Friday, January 27, 2023, 8:30 a.m. – 3:00 p.m.**

Members Present: Dave Baker, Doug Kuehnast, Sabrina Lere, Audrey Nelsen, Sue Steinert, Judy Thompson, Art Benson, Dave Henle, Nancy Larson, Steve Gardner, Chad Lien, Caroline Chan, Ken Warner, Denny Baker, David Feist, and Mike McArthur

Members Excused: Ryan Scheffler and Asim Siddiqui

Members Absent: John Dahl

Staff Present: Beth Fischer and Tanya Rosenau

- I. **Call to Order/Overview of the Day:** Steinert called the meeting to order at 8:36 am.
- II. **Board Business:**
 - a. **Approve Minutes from the December 20, 2022 Meeting:** It was MSC (m/Kuehnast; s/Nelsen) to approve the minutes from the December 20, 2022 meeting.
 - b. **Financial Report:** Thompson presented the financial report and reviewed the lodging tax revenues report. It was MSC (m/Gardner, s/Benson) to approve the financial report as it was presented.
 - c. **Welcome:** Steinert welcomed Caroline Chan and Chad Lien to the Board. Caroline Chan is the 2023 Chamber Liaison, replacing John Wallin, and Chad Lien will represent the Kandiyohi County Fair replacing Denny Baker. It was MSC (m/Henle; s/ Nelsen) to appoint Lien to the CVB Board.
 - d. **Self-Introductions:** Self-introductions were done.
- III. **Ice Breaker:** Fischer had everyone break into teams of four and they had five minutes to come up with five things that they all had in common. Then each team presented to the group.
- IV. **9:00-9:20am Explore Minnesota Presentation by Lauren Bennett McGinty, Executive Director:** McGinty was appointed by Governor Walz in November 2021. She shared her previous positions that gave her experience in the industry. McGinty shared a presentation about Explore Minnesota and their new strategic plan for 2022-25. The new vision is to be a top 10 destination for extraordinary travel in all four seasons. They are focusing on growth, not recovery. The Governor's proposed budget recommendation includes a base budget increase for Explore Minnesota, which they haven't had in the last 10 years. There is also funding for a new division within Explore Minnesota called Explore Minnesota for Business. There was a discussion on diversity, equity and inclusion and how rural Minnesota could get funding for programs. She shared that they have a seasonal PR plan, but they will also supplement the campaign with website and social media content throughout the year. There was a discussion about supporting the metro area as it helps the rest of Minnesota.
- V. **CVB Business Plan Review/Discussion:**
 - a. **Mission Statement:** Fischer reviewed the current mission statement and asked if any changes need to be made. Suggestions were to use visitor or travel economy and to attract or drive people to the area. Fischer shared different variations of the mission statement with suggested changes. There was a consensus to create a focus group to finalize the mission statement.
 - b. **Focus Areas:** Fischer shared that our focus areas are currently Leisure Travel, Meetings & Conventions, and Sports Travel. It was a consensus to continue with these focus areas.
 - c. **Organizational Structure:** Fischer shared the current committees and asked if they are all still needed. Fischer suggested that the Specials Events Committee be morphed into the Board as there usually aren't too many requests to have the committee meet. Fischer also asked if she should bring

in speakers at Board meetings to get more involved in the events and organizations around the area. There was a consensus to have presenters at the Board meetings and that Special Events applications can be brought to the CVB Board for approval.

[Don Nelson joined meeting]

- d. **Branding/Identity/Name:** The board discussed possible branding and name changes. Fischer suggested removing Convention & Visitors Bureau from the logo and adding an action word such as Explore, Visit, Discover, etc. to our logo. She shared examples of new logos from other communities around Minnesota. It would help us be more relevant and up-to-date with the changes in the industry right now. Fischer shared that she received a proposal from Ten Oaks Design Studio for rebranding. The cost is \$2,500.00. Fischer is also getting a proposal from Framework. It was MSC (m/Baker; s/Kuehnast) to approve spending up to \$3,000 to explore a new logo and to have the Executive Committee review the proposals and make the selection.

VI. 10:15am Break

- VII. **Destination Development Discussion:** Fischer shared Destination Brand is our charge. We should be promoting our communities as an attractive travel destination and enhance our public image as a dynamic place to live & work. We need to look for opportunities to elevate our overall destination brand beyond the tourism lens.

- VIII. **Office Space/Community Hub/Store Front:** Fischer shared information regarding our current office space and that the Executive Committee looked at options to renovate the space to improve it before COVID. She shared photos showing how the visitor must find their way down a back hallway to find the CVB. She also shared photos of different visitor centers and how they are becoming more useful and modern. She shared examples from Augusta and Eau Claire. She shared the mock-up from Marcus of the proposed renovated space of the CVB from 2019. It would make the space more visitor friendly. The entrance would be the current Builders Exchange door in between the two sets of front doors. There was a discussion about finding the CVB, how guests confuse the Conference Center with the Convention and Visitors Bureau, and if it would be better to be in a new location. Larson shared safety concerns regarding the CVB's current space also. It was a consensus to approve forming a subcommittee to explore this new space. Those that volunteered for the subcommittee included Benson, Kuehnast, and Henle.

- IX. **Strengths/Opportunities Assessment:** Fischer had everyone break into teams of four and they had 15 minutes to come up with a few things the CVB is doing well and a few things that could be improved upon. The strengths that were shared: meeting the core vision in marketing, collaborating with a variety of entities and working together, bringing people into the community, community involvement, communication skills, social media and Google placement of website. The opportunities shared were additional staff to assist Fischer, finding new ways to expand mission to promote the entire area, better accessibility and location for the CVB office, use extra money to increase spending allotments to various committees.

- X. **11:30am Glacial Ridge Curling Club Presentation by Don Nelson, Club President:** Nelson shared that he's curled for 15 years. Curling is a sport for all ages and all abilities. They currently have 120 members and come from a variety of communities such as Hutchinson, Litchfield, and Granite Falls. He shared their current schedule and offerings. He explained that they have to turn down numerous groups wanting to come as there is no ice time, especially on weekends. They usually host 1-2 bonspiels a year and the Novice Bonspiel is coming up March 10-11. Their goal is to build a dedicated curling facility. Currently, they are fundraising to help build the new facility that will be located out by the event center. They have received two grants: Willmar Area Foundation and Bernick's Pepsi. Representative Baker is writing a bill to have it be included in the bonding bill. When the project is complete, Willmar will have the best sports complex in outstate Minnesota. Currently there is no dedicated facility for curling in outstate Minnesota. The closest is in

Minneapolis. They predict much growth in the first two years and expect their programs to double in participation. If the grant goes through, they plan to put shovel to the ground within 12 months. They are offering naming rights to major donors. Once the new facility is built, they plan to host National Tournaments here. The facility would have ice for six months out of the year. The City of Willmar donated the land and some infrastructure, and they will own/run the facility the remaining six months of the year. They have raised money for architects, power plant, and the ice plant. They have invested \$200,000 so far. He shared drawings of the building. Nelson said Willmar is well-known in the US Curling World. They've held two national championships in Willmar. They have two head US Curling officials that travel to world events. Kevin Madsen is one of the top ice makers for curling and is well-known throughout the US. Matt Proehl is a level 3 instructor that travels to instruct other instructors. They usually have 600 kids a year that come to curl from schools. They need to raise around \$3 million. 60% needs to be in the bank before they can go out and get actual bids. All the money goes to the City of Willmar and they pay the bills. With the two grants, they have about \$100,000 in the bank right now. Benson shared that they have a business plan and a reserve fund for the ice plant going out. 5-6 counties are involved in the Glacial Ridge Curling Club.

XI. 12:00pm Lunch

- XII. 12:45pm Kandiyohi County Fair Presentation by Chad Lien, President:** Lien said they have spent \$350,000 in upgrades in the last 10 years and have only received \$100,000 from the state. They started hosting more local entertainment and now have a beer garden, which helps make more money. They are open to rentals May 1 through the end of October. Approximately 46,000-56,000 people go through the fair each year. Accessibility is the biggest complaint. Their first project is to improve the East Entrance to make it ADA accessible and improve the parking. The Fair Board has decided to take out a loan of \$600,000 to start this project. They are hoping people will help pay for it after it is in the works. They want to stay in that location. He shared photos of the plans and stated that the racetrack is going to stay for now. He also handed out a brochure of a dream drawn up in 2018 with an estimated price of \$6 million. He shared how the grounds stays busy throughout the year. They have a part-time grant writer to help them and they are looking for a 10% increase from the county. They currently get \$24,000 from the county. They plan to ask the City of Willmar for infrastructure portions of the improvements. Soil & Conservation is on board with the project.

XIII. Marketing Discussion: The Marketing Discussion has been moved to the next Board meeting.

- XIV. 1:45pm Bandwango Passport Presentation by Taylor McGurk:** McGurk was client number four for Bandwango and quickly joined the team. He's been there for five years and works with CVBs all over the country. He's proud to say that Bandwango lists every single one of their clients on their website. He shared how the passports work and that they would work with the local businesses to get them on board with the passport. The biggest benefit is the amount of data and tracking information you'll get from them. When people sign up for the passport, 65% of people opt in to continue marketing to them. The job of the DMO is to create awareness of the passport and drive interest to the destination. The DMOs can create newsletters for the passport holders or Bandwango can create one. It's a great way to capture leads and remarket to bring them to stay in the area. McGurk also shared about key card passports for those at hotels. It helps to turn local businesses into an extension of the DMO marketing team. On average 50% of users are within 50 miles of the host location and 50% come from outside of 50 miles in 2022. The all-encompassing program, such as the Kandiyohi County Bucket List, only needs one passport program. Once you start the program you can always add businesses or locations later in the year. It costs \$6500 for the year and includes all of their services including a 7-day a week customer service. They also offer ongoing management and support of the businesses that are participating. After the 12 months is up, the CVB can decide to keep the same theme, do a different bucket list for year two, or change to a bucket list and a second passport for \$9500. There is no cost for businesses to participate. Larson suggested the idea of having 200 people get on a bus to do the passport and create a video and do a media blitz. Fischer shared that there are many different ways to

market and get the passport idea out there. It was MSC (m/Nelsen; s/Thompson) to move forward with Bandwango.

XV. Adjournment: Steinert adjourned the meeting at 2:53 pm.

Respectfully Submitted by,
Tanya Rosenau, Administrative Assistant
Willmar Lakes Area Convention & Visitors Bureau



City of Willmar
CONVENTION & VISITORS BUREAU
Balance Sheet as of February 28, 2023
(As of 03/20/23)

Assets

Cash	\$ 32,021.68
Bremer Wealth Money Market	190.55
Petty Cash	50.00
Investments	362,103.76
Taxes Receivable	-
Accounts Receivable	-
Prepaid Expenses	4,095.56
Interest Receivable	244.91
Total Assets	\$ 398,706.46

Liabilities

Accounts Payable	\$ -
PPP2 Loan Share from Chamber	-
Unrealized Revenue - Taxes	-
Total Liabilities	-

Fund Balance

Restricted Fund Balance - Prepaid Expenses	7,352.99
Restricted Fund Balance - Governor's Fishing Opener	-
Committed Fund Balance - CVB	28,193.86
Assigned Fund Balance - Petty Cash/CVB	50.00
Restricted Fund Balance - CVB	317,674.61
Restricted Fund Balance - CVB 2022	45,435.00
Total Fund Balance	398,706.46

Total Liabilities & Fund Balance	\$ 398,706.46
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Lodging Tax History

	2015	2016	2017	2018	2019	2020	2021	2022	2023
January	\$ 12,481.92	\$ 16,072.96	\$ 15,411.55	\$ 14,438.84	\$ 14,232.85	\$ 14,148.02	\$ 7,741.02	\$ 17,530.03	\$ 19,479.44
								9 properties 476 rooms	11 properties 548 rooms
February	\$ 13,861.89	\$ 12,644.59	\$ 13,292.01	\$ 13,934.28	\$ 14,552.98	\$ 15,048.46	\$ 9,101.68	\$ 13,032.62	\$ -
								9 properties 476 rooms	
March	\$ 13,268.74	\$ 11,951.98	\$ 14,443.01	\$ 14,696.50	\$ 15,673.47	\$ 9,303.62	\$ 12,363.16	\$ 16,301.29	\$ -
								10 properties 497 rooms	
April	\$ 20,893.77	\$ 16,855.81	\$ 15,757.48	\$ 16,409.14	\$ 17,819.29	\$ 4,588.16	\$ 15,029.77	\$ 19,180.17	\$ -
								10 properties 497 rooms	
May	\$ 27,168.41	\$ 16,576.02	\$ 15,746.72	\$ 20,539.88	\$ 20,001.25	\$ 7,314.51	\$ 17,537.08	\$ 25,997.69	\$ -
								10 properties 497 rooms	
June	\$ 31,353.36	\$ 23,587.69	\$ 26,686.49	\$ 28,342.49	\$ 24,163.13	\$ 12,608.70	\$ 23,624.61	\$ 31,219.70	\$ -
								10 properties 497 rooms	
July	\$ 31,335.96	\$ 21,423.26	\$ 27,584.55	\$ 28,880.56	\$ 26,044.25	\$ 16,449.45	\$ 28,542.94	\$ 34,930.15	\$ -
								10 properties 497 rooms	
August	\$ 26,012.06	\$ 24,542.87	\$ 26,921.27	\$ 26,212.67	\$ 25,113.28	\$ 17,345.10	\$ 28,063.26	\$ 37,198.88	\$ -
								10 properties 497 rooms	
September	\$ 19,337.47	\$ 20,738.25	\$ 21,674.86	\$ 24,656.95	\$ 23,058.37	\$ 16,540.48	\$ 23,485.38	\$ 29,875.49	\$ -
								10 properties 497 rooms	
October	\$ 17,588.17	\$ 19,325.13	\$ 21,137.60	\$ 23,002.47	\$ 22,999.10	\$ 16,290.21	\$ 20,545.88	\$ 32,789.52	\$ -
								10 properties 497 rooms	
November	\$ 13,727.63	\$15,342.87	\$14,726.67	\$17,698.50	\$17,729.37	\$8,651.30	\$17,090.35	\$25,876.14	\$ -
Camping	\$14,785.45	\$15,497.95	\$15,862.70	\$16,275.30	\$15,594.25	\$13,829.45	\$17,917.95	\$15,558.85	
December	\$ 13,694.93	\$13,812.73	\$13,553.46	\$14,020.88	\$14,276.98	\$6,674.59	\$15,743.86	\$21,732.15	\$ -
								11 properties 548 rooms	
Total Lodging tax	\$ 255,509.76	\$ 228,372.11	\$ 242,798.37	\$ 259,108.46	\$ 251,258.57	\$ 158,792.05	\$ 236,786.94	\$ 321,222.68	\$ 19,479.44

WILLMAR MUNICIPAL UTILITIES COMMISSION
MEETING MINUTES – MARCH 27, 2023
11:45 AM – WMU AUDITORIUM

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting on Monday, March 27, 2023, at 11:45 am in the WMU Auditorium with the following Commissioners present: Bruce DeBlieck, Dave Baumgart, Shawn Mueske, John Kennedy, Patricia Elizondo, and Terrill Sieck. Absent was Commissioner Carol Laumer.

Others present at the meeting were: General Manager John Harren, Director of Administration Janell Johnson, Finance & Office Services Supervisor Andrea Prekker, Executive Secretary Beth Mattheisen, Energy Safety Outreach Coordinator Amber Dale, City Councilman Michael O'Brien, City Attorney Associate Cara Brown (via teleconference), WC Tribune Journalist Jennifer Kotila, CPA Justin McGraw of Conway, Deuth & Schmiesing, PLLP.

The meeting opened by reciting the Pledge of Allegiance. Commissioner DeBlieck continued by asking if any revisions were needed to the presented agenda. There being none, a resolution to approve the consent agenda was requested. Following review and discussion, Commissioner Mueske offered a resolution to approve the consent agenda as presented. Commissioner Baumgart seconded.

RESOLUTION NO. 11

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the consent agenda be approved as presented which includes:

- ❖ Minutes from the March 13, 2023, Commission meeting; and,
- ❖ Bills represented by vouchers No. 20230354 to No. 20230402 and associated wire transfers inclusive in the amount of \$2,440,027.40.

Dated this 27th day of March, 2023.

President

Attest:

Secretary

The foregoing resolution was adopted by a vote of six ayes and zero nays.

At this time, Commissioner DeBlieck introduced CPA Justin McGraw from the accounting firm of Conway, Deuth & Schmiesing, PLLP. Mr. McGraw was in attendance to present the Commission with a report summarizing the 2022 Financial Statements & Accountants' Report for the Willmar Municipal Utilities. He informed the Commission that following a thorough review of the financial statements and reporting records of the Willmar Municipal Utilities, it was determined that WMU is in total compliance with the provisions of laws, regulations, contracts, and agreements. Mr. McGraw further expressed his appreciation to Finance & Office Services Supervisor Prekker and WMU staff for the competent accounting practices being demonstrated and the leadership being provided. Following discussion, Commissioner Sieck offered a motion to accept the 2022 Financial Statements & Accountants' Report as presented. Commissioner Kennedy seconded the motion which carried by a vote of six ayes and zero nays.

General Manager Harren requested approval of a resolution formally adopting the WMU recognition program. The amended language to WMU's Personnel Policy 6.11 addresses recognition of identified achievement milestones and life events of WMU employees and Commissioners ("volunteers"). City Attorney Scott provided guidance and authored the resolution which meets state statute requirements while addressing the topic. Following review and discussion, Commissioner Mueske offered a resolution to approve the presented Employee and Volunteer Recognition Program policy for the public purpose of expressing appreciation for employees and volunteers with significant life events and milestone achievements. Commissioner Kennedy seconded.

RESOLUTION NO. 12

The foregoing resolution was adopted by a vote of six ayes and zero nays.

Finance & Office Services Supervisor Prekker informed the Commission of the need to determine the amount of liability limits to be set regarding the League of Minnesota Liability Insurance renewal. Staff recommended that Willmar Municipal Utilities does not waive the limits on municipal tort liability established by Minnesota Statutes 466.04. If WMU does not waive the statutory tort limits, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover in a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. If WMU waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants. Following discussion, Commissioner Mueske offered a resolution to not waive the limits on municipal tort liability established by Minnesota Statutes 466.04. Commission Baumgart seconded.

RESOLUTION NO. 13

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Willmar Municipal Utilities does not waive the limits on municipal tort liability established by Minnesota Statutes 466.04."

Dated this 27th day of March, 2022.

President

Attest:

Secretary

The foregoing resolution was adopted by a vote of six ayes and zero nays.

General Manager Harren informed the Commission that a meeting of the WMU Labor Committee is scheduled for Tuesday, March 28th beginning at 12:00 pm. Agenda topics will include the sale of WMU property, purchase of property for a new WMU facility, and Sprint Site Lease Agreement. Future meetings of both the WMU Labor and Planning Committees will also be forthcoming. Tentative future Labor Committee agenda item(s) will include union negotiations. Tentative future Planning Committee agenda items will include generation, new building, water treatment plant funding, and SunRay Water System.

General Manager Harren presented a summary of the joint meeting between WMU and City officials held on Wednesday, March 22nd. This annual meeting provides an opportunity to bring the City representatives up to speed on projects and issues affecting Willmar Municipal Utilities.

General Manager Harren recapped for the Commission two weekly updates provided by Jacobson Law Group on their continued legislative efforts to secure financial assistance for the NE Water Treatment Plant Project (March 17th and March 24th).

For information: Upcoming 2023 events to note include:

- MRES Annual Meeting: May 10-11 (Sioux Falls, SD)
- APPA National Conference: June 18-21 (Seattle, WA)
- MMUA Summer Conference: August 21-23 (Duluth)

There being no further business to come before the Commission, Commissioner DeBlieck offered a motion to adjourn. Commissioner Baumgart seconded the motion which carried by a vote of six ayes and zero nays, and the meeting was adjourned at 12:23 pm.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Executive Secretary

ATTEST:

Dave Baumgart, Secretary

WILLMAR MUNICIPAL UTILITIES RESOLUTION #12
RESOLUTION ESTABLISHING A POLICY FOR
EMPLOYEE AND VOLUNTEER RECOGNITION

- WHEREAS, The City of Willmar ("City") is a home rule charter City organized under Minn. Stat. Ch. 410. Section 1.02 of the City's Charter grants to the City "all the powers, functions, rights and privileges possible for a city to have under the constitution and laws of the State of Minnesota as fully and completely as though they were specifically enumerated in this Charter;" and
- WHEREAS, Section 4.05 of the Charter confers "full control of the operation and management of the electric (and) water . . . systems of the City and such other utilities as it may acquire" upon the Commission and grants the Commission "all the powers which the (City Council) would have in the operation of said utilities.;" and
- WHEREAS, Minn. Stat. § 15.46 authorizes statutory or home rule charter cities to "establish and operate a program of preventive health and employee recognition services for its employees and may provide necessary staff, equipment, and facilities and may expend funds as necessary to achieve the objectives of the program."

NOW, THEREFORE, BE IT RESOLVED BY THE WILLMAR MUNICIPAL UTILITES COMMISSION THAT:

1. Purpose: The Willmar Municipal Utilities ("WMU") Commission ("Commission") has adopted an Employee and Volunteer Recognition Program policy for the public purpose of expressing appreciation for employee and volunteer performance, commitment and dedication, particularly through times of personal stress, upheaval, and distraction associated with significant life events and milestones, acknowledgement of contributions made by employees and volunteers to the advancement of WMU's business objectives, promotion of a healthy workplace culture that aids in attracting and retaining employees and volunteers, and promotion of employee and volunteer morale, which indirectly results in improved quality of service provided by WMU to the public. The following information will serve as guidelines relating to the implementation of this WMU policy.
2. Employee and Volunteer Recognition: WMU may send floral/plant arrangements or other tokens without independent monetary resale value to WMU employees and volunteers upon the occurrence of any of the following significant life events:
 - a. Retirement or death of significant business associate; and,
 - b. All events identified in the WMU Personnel Policy Manual under *Employee and Volunteer Recognition Program*.
3. Annual Employee and Volunteer Recognition Fund: A budget within WMU's Administration Department will be established to be spent in accordance with this policy in recognition of WMU employees and volunteers.
4. For the purposes of this policy, members of the Commission are considered to be volunteers.

APPROVED by the Willmar Municipal Utilities Commission on this 27th day of March, 2023.

Bruce DeBlieck, President

ATTEST:

Dave Baumgart, Secretary

PARKS AND RECREATION BOARD
November 16, 2022 1:30PM
Community Room-Willmar Civic Center

Members Present: Al Setrum, Rand Middleton, Chloe Quinn, Alissa Norsten
Jim Anderson, Thomas Gilbertson, Kent Skoglund

Staff Present: Rob Baumgarn, Rachel Centellas, Curt Hein, Alex Sobieck

City Council Members:

Chair Anderson called the meeting to order and took roll call. He asked for any additions or deletions to the agenda, there were none.

Chair Anderson asked for a motion to approve the October meeting minutes. Rand made a motion and Chloe seconded. All were in favor. October meeting minutes approved. There were no public comments.

The first item on the agenda was the Robbins Island Amphitheater Project, which there were guests in attendance to present. Members of the Willmar Rotary club presented about the Robbins Island Amphitheatre project. They explained how the Rotary has some revenue to put towards this project and will fundraise the rest. They presented the design for the project. They would like to add an amphitheater to be able to have a facility for the community to gather. This could be used or Rockin Robbins, other concerts, weddings, bands, performances and many other users. No tax-payer dollars would be needed. They would break ground Fall of 2023 and would be ready for Summer of 2024 to be able to use. Discussion was had about the project.

The next item on the agenda was the fee schedule. The fees changing for 2023 are the shelter fees, increasing by \$10 and the Community Room fees. Discussion was had about the fees for the Recreation & Events center and what would be included. Chair Anderson asked for a motion to approve the 2023 fee schedule. Kent made a motion and Tom seconded. All were in favor. 2023 fee schedule approved.

Alex was in attendance to talk about Coordinators reports. Alex's last day in the Recreation department is November 22. She talked about the programs that just finished up and what she has planned for the next couple months.

Board announcements were that 2 seats will be open starting January 2023 and a new Chair and Co-Chair will need to be appointed.

AL made a motion to adjourn the meeting, Chloe seconded. All were in favor.
Meeting adjourned.

PARKS AND RECREATION BOARD
February 15, 2023 1:30PM
Community Room-Willmar Civic Center

Members Present: Al Setrum, Rand Middleton, Chloe Quinn, Alissa Norsten
Steve Tammen

Staff Present: Rob Baumgarn, Rachel Centellas, Curt Hein, Steve Sterud

City Council Members: Carl Shuldes

Rob Baumgarn called the meeting to order and took roll call. He asked for any additions or deletions to the agenda, there were none.

Rob asked for a motion to approve the November meeting minutes. Al made a motion and Rand seconded. All were in favor. November meeting minutes approved. There were no public comments.

Introductions of Steve Tammen and Steve Sterud. Each of them gave a little introduction about themselves.

The first topic of discussion was the Willmar Baseball and Softball Association advertising agreements. The baseball agreement is a renewal and are looking for a 3 year agreement now. They would also like to be able to advertise throughout all the fields at Swansson. The softball association agreement would be very similar to the baseball, but just for 1 year, as this is their first year. Discussion was had on the baseball and softball association advertising agreements. Chloe made a motion to approve the baseball association advertising agreement and Rand seconded. All were in favor. Motion to approve the baseball association advertising agreement is approved. Alissa made a motion to approve the softball association advertising agreement and Chloe seconded. All were in favor. Motion to approve the softball association advertising agreement is approved.

The next topic of discussion was the Blue Cross Blue Shield fitness park grant. Rob explained that this has already gone to council and has been approved. Blue Cross Blue Shield has awarded the City of Willmar a grant to install an outdoor fitness park. The location will be at Sperry Park and the park will include different weight lifting activities, a studio side for activities such as yoga, Pilates, dance, Zumba and stretching. The fitness park will also include a wall in the middle, which bids will go out for a local artist to do a mural on. The grant total is \$70,000 and the total project is about \$230,000 which will be funded by the CIP.

Rob talked about the YMCA and Community Ed. Discussion that took place. Initial concern with both of them was that Parks & Rec was duplicating programs. They discussed the overlapping of programs and have come to an agreement that right now everything seems to be okay. There will be quarterly meetings with all groups about what is going on. There will also be further discussions about the facility use agreement with the schools. Discussion about the conflicts with the YMCA and Community Ed took place.

Spring Ice was the next item on the agenda. Rob explained that now with the Events & Recreation Center Ice on the Blue Line could stay on longer if there are enough users. The ice will be charged at the hourly rate and users must meet a certain number of hours rented on ice in order to keep the ice on in April and May. Discussion was had about spring ice.

There are Chair and Vice Chair openings on the board. Chloe made a motion to appoint Kent as Chair, Rand seconded. All were in favor. Kent Skoglund approved as new board chair. Alissa made a motion to appoint Chloe as Vice Chair, Rand seconded. All were in favor. Chloe Quinn approved as new Vice Chair.

The 2023 meeting dates were discussed.

Steve Sterud, new youth recreation coordinator was in attendance to talk about Coordinators reports. He explained that he has been learning a lot and working on the spring and summer programs. Rob also gave an updated on the 2 job openings in the department.

For board announcements Al talked about the upcoming 12U hockey tournament. Rand also asked if there could be some type of coat rack at the shelters. Curt gave an update on the outdoor rink closure.

Steve made a motion to adjourn the meeting, Chloe seconded. All were in favor.
Meeting adjourned.

MINUTES
WILLMAR POLICE COMMISSION
Monday, February 6, 2023

A annual mandatory meeting of the Willmar Police Civil Service Commission was held on Monday, February 6, 2023, at the Law Enforcement Center in Willmar.

Present were Police Civil Service Commission members President Mike Kubesh, Vice President Earline Schulstad, and Secretary Dennis Anfinson, along with Police Chief Jim Felt.

The meeting was called to order by Commissioner Kubesh at 9:28 a.m.

A motion was made by Commissioner Kubesh, seconded by Commissioner Schulstad, to approve the July 25, 2022 minutes as submitted. **Motion carried.**

Commissioner Anfinson submitted his formal retirement from the Willmar Police Civil Service Commission after 15 years of service. The commission and Willmar Police Department formally thanked Commissioner Anfinson for his outstanding and selfless service to the department and community.

The rotation of Police Commission Officers positions for 2023 will be Commissioner Schulstad (President) and Commissioner Kubesh (Vice President). The Secretary position will temporarily remain vacant until a new commission member is appointed.

The Police Commission Rules and Regulations, along with the PD Administrative Assistant and PD Secretary job descriptions were reviewed. A motion was made by Commissioner Kubesh, seconded by Commissioner Anfinson, to approve the Rules and Regulations and job descriptions as written. **Motion carried.**

Chief Felt gave the Commission an update on police officer vacancies and hiring, noting that Willmar PD has one current open position, had preliminarily received approval to add an officer in 2023, and also noted that an officer was still out on medical leave.

After discussion, the Commission supported starting the advertising and application process for the open officer position(s) in spring 2023. Chief Felt noted that a promotional video for the agency was in process and would be completed at about that time for recruitment purposes, along with potential contract agreements between LELS and the City to provide updated wages for advertising.

Chief Felt approached the Commission regarding the Commission reviewing all WPD directives for general oversight and to get input and a citizen's perspective. The Commission felt this would be helpful. Per Commission discussion, WPD will send out a limited number of directives per month for review by email.

Miscellaneous

Chief Felt spoke to the Commission about community engagement efforts, including putting together a promotional video, Coffee with the Cops at Ridgewater College on February 9th, and approaching the MN Chiefs of Police Association for limited funding for a crime prevention type outreach program.

Chief Felt updated the Commission on internal WPD programs including ice rescue training and SCUBA training for the County Dive Team.

Updates were given on the WPD K9 program, noting that K9 Axel could potentially retire in 1-2 years and K9 Major in approximately 4 years. Additional discussion was held regarding controlled substance alerts from K9's with potential drug law changes.

Chief Felt updated the Commission about upcoming defensive tactics training and that personnel had certified as trainers through the STORM agency. WPD had used PPCT in the past and will transition to the new training methods and techniques.

The Commission was updated on a new Evidence Management System that will be purchased and implemented in 2023.

Updates were provided to the Commission on an officer in field training and another on medical leave, along with potential retirements in 2023.

Chief Felt updated the Police Commission on the Polar Plunge for Special Olympics that was held on January 28th in Spicer, noting that 267 people had plunged, raising over \$68,000 for Special Olympics. This was the 18th year that WPD had sponsored the plunge and now officially helped raise over \$1 million for Special Olympics during that timeframe.

There being no further business, a motion to adjourn was made by Commissioner Kubesh, seconded by Commissioner Anfinson. The meeting was adjourned at 10:25 a.m.

/s/ Jim Felt



City Council Action Request

Council Meeting Date:	April 3, 2023	Agenda Item Number:	5.I.
Agenda Section:	Consent Items	Originating Department:	Finance
Resolution:	No	Prepared By:	STEVEN OKINS, Finance Director
Ordinance:	No	Presented By:	STEVEN OKINS, Finance Director
Item:	Accounts Payable Report, 03-15-23 Thru 03-28-23		

RECOMMENDED ACTION:

Review and Approve Accounts Payable Listing.

OVERVIEW:

Departmental submission of Invoices to be included on the Accounts Payable Listing.

BUDGETARY/FISCAL ISSUES:

Reduction of Departmental Budgets by amounts approved.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Vendor Pymt History Report 03-15-23 thru 03-28-23

Report Selection:

Optional Report Title.....INCLUDES ONLY POSTED TRANS

INCLUSIONS:

Fund & Account.		thru
Check.. Date.....	03/15/2023	thru 03/28/2023
Source Codes.....		thru
Journal Entry Dates.....		thru
Journal Entry Ids.....		thru
Check.. Number.....		thru
Project.....		thru
Vendor.....		thru
Invoice.....		thru
Purchase Order.....		thru
Bank.....		thru
Payment Method...		
Totals Only?.....	N	
1099 Vendors Only?.....		
Lower Dollars Limit.....		
Create Excel file & Download	N	

Run Instructions:

Jobq	Banner	Copies	Form	Printer	Hold	Space	LPI	Lines	CPI	CP	SP	RT
L		01		MNWIPRT01	Y	S	6	066	10			

Vendor Payment History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
ACE ROLLOFFS & DISPOSAL 003696															
		67851	03/28/23	GARBAGE SERVICE-MARCH	46.15		231/03-31		D	N	01			CLEANING AND WAS	101.43425.0338
		67851	03/28/23	GARBAGE SERVICE-MARCH	49.68		233/03-31		D	N	01			CLEANING AND WAS	101.45435.0228
		67851	03/28/23	GARBAGE SERVICE-MARCH	154.51		234/03-31		D	N	01			CLEANING AND WAS	101.45433.0228
		67851	03/28/23	GARBAGE SERVICE-MARCH	52.70		237/03-31		D	N	01			CLEANING AND WAS	101.42412.0338
		67851	03/28/23	GARBAGE SERVICE-MARCH	129.48		238/03-31		D	N	01			CLEANING AND WAS	101.41408.0338
		67851	03/28/23	GARBAGE SERVICE-MARCH	202.64		239/03-31		D	N	01			CLEANING AND WAS	101.43425.0338
		67851	03/28/23	GARBAGE SERVICE-MARCH	24.35		240/03-31		D	N	01			CLEANING AND WAS	651.48484.0228
		67851	03/28/23	GARBAGE SERVICE-MARCH	209.71		241/03-31		D	N	01			CLEANING AND WAS	651.48484.0228
					869.22	*CHECK	TOTAL								
				VENDOR TOTAL	869.22										
ALEX AIR APPARATUS INC 002061															
		67852	03/28/23	GILBERTSON-BOOTS	230.67		INV-47308		D	-				SUBSISTENCE OF P	101.42412.0227
		67852	03/28/23	RIVERA-BOOTS	386.63		INV-47333		D	-				SUBSISTENCE OF P	101.42412.0227
		67852	03/28/23	2-WAY BALL VALVE	1,183.23		INV-47357		D	-				SMALL TOOLS	101.42412.0221
		67852	03/28/23	AIR QUALITY TEST	141.25		6513		D	-				PROFESSIONAL SER	101.42412.0446
					1,941.78	*CHECK	TOTAL								
				VENDOR TOTAL	1,941.78										
AMAZON CAPITAL SERVICES 003557															
		67853	03/28/23	DOOR UNLOCKING KIT	96.95		1LYM-TNPD-1F6H		D	-				GENERAL SUPPLIES	101.42411.0229
		67853	03/28/23	IPAD CHARGING CORD	11.89		1NYK-M3HC-9M97		D	-				SMALL TOOLS	101.41409.0221
		67853	03/28/23	POWER STRIPS	68.97		1QL4-WHJP-HFDL		D	-				SMALL TOOLS	101.41409.0221
		67853	03/28/23	CABLE-MIC POD	197.00		1QL4-WHJP-HFDL		D	-				MTCE. OF STRUCTU	101.41409.0225
		67853	03/28/23	WIRELESS KEYBOARD/MOUSE	82.47		1QYL-RJ6C-GVMK		D	-				SMALL TOOLS	101.41409.0221
		67853	03/28/23	VIGIL-CHROMEBOOK	116.97		1WL9-M9XQ-CQ3K		D	-				SMALL TOOLS	101.45001.0221
		67853	03/28/23	EXTERNAL DVD	24.99		1693-47XR-D1NM		D	-				SMALL TOOLS	101.41409.0221
					599.24	*CHECK	TOTAL								
				VENDOR TOTAL	599.24										
AMERICAN WELDING & GAS I 000057															
		67854	03/28/23	FIRE EXT. REFILL	89.18		09133759		D	-				SMALL TOOLS	651.48484.0221
APPLIANCE & HOME CENTER .03240															
		67855	03/28/23	4 SEASON TV-ROBBINS IS	1,249.00		173657-0		D	-				SMALL TOOLS	101.45432.0221
AUSTIN INCORPORATED 003610															
		67856	03/28/23	SEPTIC PUMPING	120.00		40062		D	-				OTHER SERVICES	230.43430.0339
		67856	03/28/23	SEPTIC PUMPING	120.00		40125		D	-				OTHER SERVICES	230.43430.0339
		67856	03/28/23	SEPTIC PUMPING	120.00		40205		D	-				OTHER SERVICES	230.43430.0339
		67856	03/28/23	SEPTIC PUMPING	120.00		40311		D	-				OTHER SERVICES	230.43430.0339
					480.00	*CHECK	TOTAL								
				VENDOR TOTAL	480.00										
B & H 002418															
		67857	03/28/23	CIVIC CNTR-ARPA	17,561.80		211107612		D	-				FURNITURE AND EQ	219.41409.0552
		67857	03/28/23	CIVIC CNTR-ARPA	4,986.00		211312832		D	-				FURNITURE AND EQ	219.41409.0552
					22,547.80	*CHECK	TOTAL								
				VENDOR TOTAL	22,547.80										

Vendor Payment History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
BANKS/ERIC				003525											
		9288	03/24/23	03/05-03/18/23 PAYROLL	1,252.44		03/23/2023		D	-				SALARIES-TEMP. E	101.45432.0112
BOLTON & MENK INC				001010											
67836	03/23/23			R. ISLAND PRKING/WTRMAIN	383.50		0264822	PART 2	D	-				PROFESSIONAL SER	420.45503.0446
67836	03/23/23			R. ISLAND PRKING/WTRM	34,010.50		0267685		D	-				PROFESSIONAL SER	420.45503.0446
67836	03/23/23			CONSULTANTS	19,134.50		0267685		D	-				PROFESSIONAL SER	420.45503.0446
67836	03/23/23			REIMBURSABLE EXPENSE	4,427.50		0267685		D	-				PROFESSIONAL SER	420.45503.0446
67836	03/23/23			PROF SERV-10/30-11/26/	1,252.50		0281427		D	-				PROFESSIONAL SER	101.43417.0446
67836	03/23/23			PROF SERV-10/30-11/26	12,022.50		0281427		D	-				PROFESSIONAL SER	421.48452.0446
67836	03/23/23			PROF SERV-11/27-12/24/21	520.00		0283089		D	-				PROFESSIONAL SER	101.43417.0446
67836	03/23/23			PROF SERV-11/27-12/24/	4,087.50		0283089		D	-				PROFESSIONAL SER	421.48452.0446
67836	03/23/23			DOWNTOWN STSCOPE IMPRO	9,676.50		0283092		D	-				OTHER SERVICES	212.46441.0339
67836	03/23/23			PROF SERV-11/27-12/24/	5,415.00		0283098		D	-				PROFESSIONAL SER	101.43417.0446
67836	03/23/23			PROF SERV 12/25-01/21/22	491.00		0284216		D	-				PROFESSIONAL SER	101.43417.0446
67836	03/23/23			PRK SHLTR & LTING IMPROV	475.00		0284227		D	-				PROFESSIONAL SER	420.45503.0446
67836	03/23/23			REIMBURSABLE EXPENSE	971.40		0284227		D	-				PROFESSIONAL SER	420.45503.0446
67836	03/23/23			REIMBURSABLE EXPENSE	515.80		0284227	PART 2	D	-				PROFESSIONAL SER	420.45503.0446
67836	03/23/23			PROF SERV-01/22-02/18/	1,077.00		0286258		D	-				PROFESSIONAL SER	101.43417.0446
67836	03/23/23			PROF SERV-01/22-02/18/22	560.00		0286258		D	-				PROFESSIONAL SER	421.48452.0446
67836	03/23/23			STORMWATER MGMT PLAN	780.00		0286270		D	-				PROFESSIONAL SER	420.45505.0446
67836	03/23/23			PROF SERV 02/19-03/01/	2,267.00		0288227		D	-				PROFESSIONAL SER	101.43417.0446
67836	03/23/23			COMPREHENSIVE PLAN	640.00		0289672		D	-				PROFESSIONAL SER	205.41402.0446
67836	03/23/23			R. ISLAND PRKING/WTRMAIN	302.50		0289673		D	-				PROFESSIONAL SER	420.45503.0446
67836	03/23/23			COMPREHENSIVE PLAN	390.00		0291488		D	-				PROFESSIONAL SER	205.41402.0446
67836	03/23/23			R. ISLAND PRKING/WTRMAIN	195.00		0295283		D	-				PROFESSIONAL SER	420.45503.0446
67836	03/23/23			GORTON AVE NW IMPROV	267.50		0295293		D	-				CONTRACTS PAYABL	423.207000
67836	03/23/23			BLOCK 22 PARKING&SUNRISE	267.50		0295298		D	-				CONTRACTS PAYABL	423.207000
67836	03/23/23			AUGUSTA AVE SW&IRENE AVE	412.50		0295300		D	-				CONTRACTS PAYABL	423.207000
67836	03/23/23			23RD ST SE AREA IMPROV	50.00		0295304		D	-				CONTRACTS PAYABL	423.207000
67836	03/23/23			13TH ST SW/GRACE AVE SW	485.00		0295319		D	-				CONTRACTS PAYABL	423.207000
67836	03/23/23			PROF SERV-07/23-09/02/	6,650.00		0297722		D	-				PROFESSIONAL SER	101.43417.0446
67836	03/23/23			AUGUSTA AVE SW&IRENE A	1,702.50		0297725		D	-				CONTRACTS PAYABL	423.207000
67836	03/23/23			GORTON AVE NW IMPROV	3,877.50		0297729		D	-				CONTRACTS PAYABL	423.207000
67836	03/23/23			13TH ST SW MILL&OVERL	25,225.00		0299745		D	-				PROFESSIONAL SER	422.48452.0446
67836	03/23/23			13TH ST SW/GRACE AVE S	1,017.50		0299746		D	-				CONTRACTS PAYABL	423.207000
67836	03/23/23			6TH ST SW RECONSTRUCTI	31,630.00		0299748		D	-				PROFESSIONAL SER	422.48451.0446
67836	03/23/23			REIMBURSABLE EXPENSE	3,746.16		0299748		D	-				PROFESSIONAL SER	422.48451.0446
67836	03/23/23			CHARLOTTE ST SW RECONS	2,167.50		0299749		D	-				PROFESSIONAL SER	422.48456.0446
67836	03/23/23			GORTON AVE NW IMPROV	2,047.50		0299752		D	-				CONTRACTS PAYABL	423.207000
67836	03/23/23			LITCHFIELD AVE MILL/OV	1,790.00		0299757		D	-				PROFESSIONAL SER	422.48453.0446
67836	03/23/23			13TH ST SW/GRACE AVE S	2,322.50		0301215		D	-				CONTRACTS PAYABL	423.207000
67836	03/23/23			23RD ST SE AREA IMPROV	2,482.50		0301217		D	-				CONTRACTS PAYABL	423.207000
67836	03/23/23			AUGUSTA AVE SW&IRENE A	5,970.00		0301219		D	-				CONTRACTS PAYABL	423.207000
67836	03/23/23			BLOCK 22 PARKING&SUNRISE	492.50		0301221		D	-				CONTRACTS PAYABL	423.207000
67836	03/23/23			GORTON AVE NW IMPROV	10,865.00		0301226		D	-				CONTRACTS PAYABL	423.207000
67836	03/23/23			13TH ST SW/GRACE AVE	14,050.00		0303512		D	-				CONTRACTS PAYABL	423.207000
67836	03/23/23			23RD ST SE AREA IMPRO	12,105.00		0303517		D	-				PROFESSIONAL SER	423.48453.0446

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CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
BOLTON & MENK INC 001010													
67836	03/23/23	AUGUSTA AVE SW&IRENE	20,047.50		0303519		D	-				CONTRACTS PAYABL	423.207000
67836	03/23/23	BLOCK 22 PARKING&SUNRI	6,040.00		0303520		D	-				CONTRACTS PAYABL	423.207000
67836	03/23/23	GORTON AVE NW IMPROV	22,311.00		0303524		D	-				CONTRACTS PAYABL	423.207000
67836	03/23/23	13TH ST SW/GRACE AVE	10,020.00		0305655		D	-				PROFESSIONAL SER	423.48452.0446
67836	03/23/23	23RD ST SE AREA IMPRO	30,880.00		0305661		D	-				PROFESSIONAL SER	423.48453.0446
67836	03/23/23	AUGUSTA AVE SW&IRENE	23,297.50		0305663		D	-				PROFESSIONAL SER	423.48455.0446
67836	03/23/23	BLOCK 22 PARKING&SUNRI	8,137.50		0305664		D	-				PROFESSIONAL SER	423.48454.0446
67836	03/23/23	GORTON AVE NW IMPROV	60,732.00		0305669		D	-				PROFESSIONAL SER	423.48451.0446
67836	03/23/23	R.ISLAND PRKING/WATERMAI	230.00		0305675		D	-				PROFESSIONAL SER	420.45503.0446
67836	03/23/23	13TH ST SW/GRACE AVE	84,492.00		0307234		D	-				PROFESSIONAL SER	423.48452.0446
67836	03/23/23	23RD ST SE ARE IMPROV	54,198.50		0307238		D	-				PROFESSIONAL SER	423.48453.0446
67836	03/23/23	AUGUSTA AVE SW&IRENE	95,762.00		0307239		D	-				PROFESSIONAL SER	423.48455.0446
67836	03/23/23	BLOCK 22 PARKING&SUNR	47,052.00		0307240		D	-				PROFESSIONAL SER	423.48454.0446
67836	03/23/23	EPITOPIX SANITARY SEWE	3,068.00		0307241		D	-				PROFESSIONAL SER	405.41402.0446
67836	03/23/23	EPITOPIX WATERMAIN EXT	5,620.00		0307242		D	-				PROFESSIONAL SER	405.41402.0446
67836	03/23/23	GORTON AVE NW IMPROV	145,043.00		0307243		D	-				PROFESSIONAL SER	423.48451.0446
67836	03/23/23	STORMWATER MGMT PLAN	832.00		0307246		D	-				PROFESSIONAL SER	420.45505.0446
67836	03/23/23	APARON EXPANSION	2,400.00		0308468		D	-				PROFESSIONAL SER	430.43430.0446
67836	03/23/23	APRON EXPANSION	2,400.00		306024		D	-				PROFESSIONAL SER	430.43430.0446
67836	03/23/23	AWOS INSTALLATION	3,250.00		306025		D	-				PROFESSIONAL SER	430.43430.0446
			855,031.36	*CHECK	TOTAL								
		VENDOR TOTAL	855,031.36										
BRAD'S PLUMBING 001896													
67858	03/28/23	FLOOR DRAIN RPR-PARTS	891.58		4562		D	-				MTCE. OF EQUIPME	651.48484.0224
67858	03/28/23	FLOOR DRIAN RPR-LABOR	1,052.50		4562		D	-				MTCE. OF EQUIPME	651.48484.0334
			1,944.08	*CHECK	TOTAL								
		VENDOR TOTAL	1,944.08										
BRAUN INTERTEC CORPORATI 000117													
67837	03/23/23	CONST. MATERIALS TESTI	1,649.00		B332921		D	-				PROFESSIONAL SER	420.45506.0446
BSE 001980													
67859	03/28/23	ELECTRICAL PARTS	90.68		925883557		D	-				MTCE. OF EQUIPME	101.45433.0224
67859	03/28/23	DROP DOWN CORDS REPLAC	1,249.00		925922960		D	N	01			MTCE. OF EQUIPME	101.45433.0224
			1,339.68	*CHECK	TOTAL								
		VENDOR TOTAL	1,339.68										
CANON FINANCIAL SERVICES 002336													
67860	03/28/23	COPIER LEASE-FEB	98.56		29998734		D	-				RENTS	101.41405.0440
67860	03/28/23	COPIER LEASE-MARCH	98.56		30165998		D	-				RENTS	101.41405.0440
			197.12	*CHECK	TOTAL								
		VENDOR TOTAL	197.12										
CAPITAL ONE 003647													
67861	03/28/23	COFFEE&FILTERS	42.22		022723		D	-				GENERAL SUPPLIES	101.42411.0229
67861	03/28/23	PLANT SUPPLIES	60.21		030123		D	-				GENERAL SUPPLIES	651.48484.0229

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CAPITAL ONE				003647											
		67861	03/28/23	PENS/PENSCILS/CMD STRIPS	31.05		030823		D	-				OFFICE SUPPLIES	101.45432.0220
		67861	03/28/23	CABLE TIES	13.68		031323		D	-				GENERAL SUPPLIES	101.45435.0229
					147.16	*CHECK	TOTAL								
				VENDOR TOTAL	147.16										
CARD SERVICES				002552											
		67838	03/23/23	LATE FEE 12/01/22	12.50		STMT/03-23		D	-				GENERAL SUPPLIES	101.45433.0229
		67838	03/23/23	LATE FEE 11/01/22	12.50		STMT/03-23		D	-				GENERAL SUPPLIES	101.45433.0229
		67838	03/23/23	CONCESSION SUPPLIES	17.50		287506		D	-				GENERAL SUPPLIES	101.45433.0229
		67838	03/23/23	CONCESSION SUPPLIES	20.94		356481		D	-				GENERAL SUPPLIES	101.45433.0229
		67838	03/23/23	CONCESSION SUPPLIES	20.44		564666		D	-				GENERAL SUPPLIES	101.45433.0229
		67838	03/23/23	CONCESSION SUPPLIES	10.00		598141		D	-				GENERAL SUPPLIES	101.45433.0229
		67838	03/23/23	CONCESSION SUPPLIES	19.95		627416		D	-				GENERAL SUPPLIES	101.45433.0229
		67838	03/23/23	CONCESSION SUPPLIES	18.13		667227		D	-				GENERAL SUPPLIES	101.45433.0229
		67838	03/23/23	CONCESSION SUPPLIES	15.98		741321		D	-				GENERAL SUPPLIES	101.45433.0229
					147.94	*CHECK	TOTAL								
				VENDOR TOTAL	147.94										
CARDMEMBER SERVICE				002365											
		67839	03/23/23	CULTURES ON THE PRAIRIE	20.00		STMT/02-23		D	-				TRAVEL-CONF.-SCH	101.41400.0333
		67839	03/23/23	AD-ADMIN ASST	405.00		STMT/02-23		D	-				ADVERTISING	101.41400.0447
		67839	03/23/23	SRV FEE HOTEL-LMC CONF	15.99		STMT/02-23		D	-				TRAVEL-CONF.-SCH	101.41401.0333
		67839	03/23/23	BOX-LMC ELECTED OFFICIAL	132.13		STMT/02-23		D	-				TRAVEL-CONF.-SCH	101.41401.0333
		67839	03/23/23	JOURNALS-STAFF	30.14		STMT/02-23		D	-				OFFICE SUPPLIES	101.41402.0220
		67839	03/23/23	CASES-TEAM SURFACES	329.93		STMT/02-23		D	-				SMALL TOOLS	101.41402.0221
		67839	03/23/23	FUEL	28.80		STMT/02-23		D	-				MOTOR FUELS AND	101.41402.0222
		67839	03/23/23	MOTTA-CONF FLIGHTS	495.79		STMT/02-23		D	-				TRAVEL-CONF.-SCH	101.41402.0333
		67839	03/23/23	RENTAL CAR-CAPITAL DAY	217.27		STMT/02-23		D	-				TRAVEL-CONF.-SCH	101.41402.0333
		67839	03/23/23	WALKER-CONF FLIGHTS	574.80		STMT/02-23		D	-				TRAVEL-CONF.-SCH	101.41402.0333
		67839	03/23/23	WALKER-LODGING CONF	1,093.40		STMT/02-23		D	-				TRAVEL-CONF.-SCH	101.41402.0333
		67839	03/23/23	TILLEMANS-LODGING	44.00		STMT/02-23		D	-				TRAVEL-CONF.-SCH	101.41402.0333
		67839	03/23/23	WALKER-APA REGISTRATION	785.00		STMT/02-23		D	-				TRAVEL-CONF.-SCH	101.41402.0333
		67839	03/23/23	MOTTA-LODGING APA CONF	941.71		STMT/02-23		D	-				TRAVEL-CONF.-SCH	101.41402.0333
		67839	03/23/23	MOTTA-APA REGISTRATION	785.00		STMT/02-23		D	-				TRAVEL-CONF.-SCH	101.41402.0333
		67839	03/23/23	LICENSE RENEWAL	65.00		STMT/02-23		D	-				LICENSES AND TAX	101.41402.0445
		67839	03/23/23	THOMPSON-LMC 2023 WRKSH	20.00		STMT/02-23		D	-				TRAVEL-CONF.-SCH	101.41403.0333
		67839	03/23/23	PICTURE-ADMIN CONF RM	153.85		STMT/02-23		D	-				GENERAL SUPPLIES	101.41408.0229
		67839	03/23/23	REESE-IPAD KEYBOARD	177.85		STMT/02-23		D	-				SMALL TOOLS	101.41409.0221
		67839	03/23/23	REESE-IPAD	596.14		STMT/02-23		D	-				SMALL TOOLS	101.41409.0221
		67839	03/23/23	TV-CONF RM 2	499.99		STMT/02-23		D	-				MTCE. OF EQUIPME	101.41409.0224
		67839	03/23/23	EXAVULT-FEB	100.00		STMT/02-23		D	-				SUBSCRIPTIONS AN	101.41409.0443
		67839	03/23/23	CIVIC CNTR PHONE SERIVCE	27.30		STMT/02-23		D	-				SUBSCRIPTIONS AN	101.41409.0443
		67839	03/23/23	CRASHPLAN-FEB	49.95		STMT/02-23		D	-				SUBSCRIPTIONS AN	101.41409.0443
		67839	03/23/23	IS COOR VMWARE	199.00		STMT/02-23		D	-				LICENSES AND TAX	101.41409.0445
		67839	03/23/23	MAYOR&COUNCIL CANDIDS	255.00		STMT/02-23		D	-				PROFESSIONAL SER	101.41409.0446
		67839	03/23/23	SIETSEMA-2023 WORKSHOP	20.00		STMT/02-23		D	-				TRAVEL-CONF.-SCH	101.41420.0333
		67839	03/23/23	WORTHAM CHECK	28.75		STMT/02-23		D	-				POSTAGE	101.42411.0223
		67839	03/23/23	REFUND-PROTECTIVE SUPP	21.52CR		STMT/02-23		D	-				GENERAL SUPPLIES	101.42411.0229
		67839	03/23/23	PLAQUE-RETIRING COMMISH	80.12		STMT/02-23		D	-				GENERAL SUPPLIES	101.42411.0229

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CARDMEMBER SERVICE				002365											
	67839	03/23/23		PROTECTIVE CASE	365.60		STMT/02-23		D	-				GENERAL SUPPLIES	101.42411.0229
	67839	03/23/23		MCPA MEMBER CONFERENCE	1,050.00		STMT/02-23		D	-				TRAVEL-CONF.-SCH	101.42411.0333
	67839	03/23/23		ONLINE TRAINING COURSE	129.00		STMT/02-23		D	-				TRAVEL-CONF.-SCH	101.42411.0333
	67839	03/23/23		STREET SURVIVAL SEMINAR	518.00		STMT/02-23		D	-				TRAVEL-CONF.-SCH	101.42411.0333
	67839	03/23/23		SPEC OPERATION TRNG CO	1,440.00		STMT/02-23		D	-				TRAVEL-CONF.-SCH	101.42411.0333
	67839	03/23/23		HELGESON-PISTAL COURSE	523.95		STMT/02-23		D	-				TRAVEL-CONF.-SCH	101.42411.0333
	67839	03/23/23		DRUG&GANG CONFERENCE	225.00		STMT/02-23		D	-				TRAVEL-CONF.-SCH	101.42411.0333
	67839	03/23/23		DRUG&GANG CONFERENCE	225.00		STMT/02-23		D	-				TRAVEL-CONF.-SCH	101.42411.0333
	67839	03/23/23		DMT RECERTIFICATION	375.00		STMT/02-23		D	-				TRAVEL-CONF.-SCH	101.42411.0333
	67839	03/23/23		CNAMN STATE CONFERENCE	318.00		STMT/02-23		D	-				TRAVEL-CONF.-SCH	101.42411.0333
	67839	03/23/23		STORAGE PLAN UNIT CAMERA	120.00		STMT/02-23		D	-				SUBSCRIPTIONS AN	101.42411.0443
	67839	03/23/23		FRGN FEE-STORAGE PLAN	2.40		STMT/02-23		D	-				SUBSCRIPTIONS AN	101.42411.0443
	67839	03/23/23		MEMBERSIP RENEWAL	193.00		STMT/02-23		D	-				SUBSCRIPTIONS AN	101.42411.0443
	67839	03/23/23		PAINT MARKERS	12.92		STMT/02-23		D	-				OFFICE SUPPLIES	101.42412.0220
	67839	03/23/23		FIRST AID SUPPLIES	269.30		STMT/02-23		D	-				OFFICE SUPPLIES	101.42412.0220
	67839	03/23/23		HAND SANITZER	14.06		STMT/02-23		D	-				GENERAL SUPPLIES	101.42412.0229
	67839	03/23/23		SCHEFFLER&GULBRANSON LOD	158.71		STMT/02-23		D	-				TRAVEL-CONF.-SCH	101.42412.0333
	67839	03/23/23		TRAINING	100.00		STMT/02-23		D	-				TRAVEL-CONF.-SCH	101.42412.0333
	67839	03/23/23		GULBRANSON&THORSON LODG	452.60		STMT/02-23		D	-				TRAVEL-CONF.-SCH	101.42412.0333
	67839	03/23/23		GULBRANSON&THORSON LODG	30.35		STMT/02-23		D	-				TRAVEL-CONF.-SCH	101.42412.0333
	67839	03/23/23		FIRE CODE SUBSCRIPTION	99.99		STMT/02-23		D	-				SUBSCRIPTIONS AN	101.42412.0443
	67839	03/23/23		ICE CLEATS	1,146.40		STMT/02-23		D	-				SAFETY PROGRAM	101.42428.0817
	67839	03/23/23		TIRE GROOVER CUTTING KIT	286.94		STMT/02-23		D	-				SMALL TOOLS	101.43425.0221
	67839	03/23/23		SRV FEE-EPCRA TRAINING	0.54		STMT/02-23		D	-				TRAVEL-CONF.-SCH	101.43425.0333
	67839	03/23/23		TINKLENBERG-EPCRA TRNG	25.00		STMT/02-23		D	-				TRAVEL-CONF.-SCH	101.43425.0333
	67839	03/23/23		SUBSCRIP. RENEWAL	95.00		STMT/02-23		D	-				SUBSCRIPTIONS AN	101.43425.0443
	67839	03/23/23		AD-PUBLIC WRK SUPERINTEN	92.00		STMT/02-23		D	-				ADVERTISING	101.43425.0447
	67839	03/23/23		AD-PUBLIC WRK SUPERINTEN	184.00		STMT/02-23		D	-				ADVERTISING	101.43425.0447
	67839	03/23/23		AD-RECURITING/PW SUPERIN	46.00		STMT/02-23		D	-				ADVERTISING	101.43425.0447
	67839	03/23/23		ADAPTER-WRAC	22.42		STMT/02-23		D	-				SMALL TOOLS	101.45001.0221
	67839	03/23/23		DESK ORGANIZER	31.27		STMT/02-23		D	-				OFFICE SUPPLIES	101.45432.0220
	67839	03/23/23		OFFICE CALENDAR	43.14		STMT/02-23		D	-				OFFICE SUPPLIES	101.45432.0220
	67839	03/23/23		BUSY LIGHT-PHONE	53.88		STMT/02-23		D	-				OFFICE SUPPLIES	101.45432.0220
	67839	03/23/23		WALL SIGN HOLDERS	28.03		STMT/02-23		D	-				OFFICE SUPPLIES	101.45432.0220
	67839	03/23/23		PICKBALL NETS	906.04		STMT/02-23		D	-				GENERAL SUPPLIES	101.45432.0229
	67839	03/23/23		BASKETBALL RINGS	207.00		STMT/02-23		D	-				GENERAL SUPPLIES	101.45432.0229
	67839	03/23/23		STORAGE BINS	51.75		STMT/02-23		D	-				GENERAL SUPPLIES	101.45432.0229
	67839	03/23/23		AMAZON M	16.17		STMT/02-23		D	-				SUBSCRIPTIONS AN	101.45432.0443
	67839	03/23/23		SOFTBALL TOURN REG	377.24		STMT/02-23		D	-				LICENSES AND TAX	101.45432.0445
	67839	03/23/23		SOFTBALL TOURN REG	361.47		STMT/02-23		D	-				LICENSES AND TAX	101.45432.0445
	67839	03/23/23		ADS-FACEBOOK	15.00		STMT/02-23		D	-				ADVERTISING	101.45432.0447
	67839	03/23/23		AD-REC COORDINATOR	123.00		STMT/02-23		D	-				ADVERTISING	101.45432.0447
	67839	03/23/23		AD-REC COORDINATOR	82.00		STMT/02-23		D	-				ADVERTISING	101.45432.0447
	67839	03/23/23		AD-PW OPERATIOIR-PRK&REC	305.00		STMT/02-23		D	-				ADVERTISING	101.45432.0447
	67839	03/23/23		AD-PW OPERATIOIR-PRK&REC	244.00		STMT/02-23		D	-				ADVERTISING	101.45432.0447
	67839	03/23/23		CHANGING STATION	281.71		STMT/02-23		D	-				MTCE. OF STRUCTU	101.45433.0225
	67839	03/23/23		CONCESSION SUPPLIES	115.80		STMT/02-23		D	-				GENERAL SUPPLIES	101.45433.0229
	67839	03/23/23		INK	93.73		STMT/02-23		D	-				OFFICE SUPPLIES	101.45435.0220
	67839	03/23/23		FRG FEE-WOODSHOP TOOLS	9.99		STMT/02-23		D	-				MOTOR FUELS AND	101.45435.0222

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CARDMEMBER SERVICE 002365															
	67839	03/23/23		SAW STRAP INSERT	76.21		STMT/02-23		D	-				MTCE. OF EQUIPME	101.45435.0224
	67839	03/23/23		BATTERY-SAW	36.99		STMT/02-23		D	-				MTCE. OF EQUIPME	101.45435.0224
	67839	03/23/23		ROUTER SPEED CONTROL BOX	499.99		STMT/02-23		D	-				MTCE. OF EQUIPME	101.45435.0224
	67839	03/23/23		TRUFFLES SUPPLIES	126.21		STMT/02-23		D	-				GENERAL SUPPLIES	101.45435.0229
	67839	03/23/23		CRAFT SUPPLIES	89.46		STMT/02-23		D	-				GENERAL SUPPLIES	101.45435.0229
	67839	03/23/23		DOG SUPPLIES-DOG DAY	29.00		STMT/02-23		D	-				GENERAL SUPPLIES	101.45435.0229
	67839	03/23/23		HEART PAPER	44.57		STMT/02-23		D	-				GENERAL SUPPLIES	101.45435.0229
	67839	03/23/23		TRUFFLES SUPPLIES	78.46		STMT/02-23		D	-				GENERAL SUPPLIES	101.45435.0229
	67839	03/23/23		STENCILS	12.93		STMT/02-23		D	-				GENERAL SUPPLIES	101.45435.0229
	67839	03/23/23		STENCILS	12.93		STMT/02-23		D	-				GENERAL SUPPLIES	101.45435.0229
	67839	03/23/23		STENCILS	37.05		STMT/02-23		D	-				GENERAL SUPPLIES	101.45435.0229
	67839	03/23/23		TRUFFLES SUPPLIES	90.99		STMT/02-23		D	-				GENERAL SUPPLIES	101.45435.0229
	67839	03/23/23		PIES	73.84		STMT/02-23		D	-				GENERAL SUPPLIES	101.45435.0229
	67839	03/23/23		MATS	70.84		STMT/02-23		D	-				GENERAL SUPPLIES	101.45435.0229
	67839	03/23/23		FLOWERS FOR V-DAY	104.62		STMT/02-23		D	-				GENERAL SUPPLIES	101.45435.0229
	67839	03/23/23		INK	213.28		STMT/02-23		D	-				GENERAL SUPPLIES	101.45435.0229
	67839	03/23/23		DOG DAY DECORATIONS	95.81		STMT/02-23		D	-				GENERAL SUPPLIES	101.45435.0229
	67839	03/23/23		DOG DAY DECORATIONS	39.00		STMT/02-23		D	-				GENERAL SUPPLIES	101.45435.0229
	67839	03/23/23		BALLON WAND	28.04		STMT/02-23		D	-				GENERAL SUPPLIES	101.45435.0229
	67839	03/23/23		PAINT MATS	22.62		STMT/02-23		D	-				GENERAL SUPPLIES	101.45435.0229
	67839	03/23/23		AMAZON MEMBERSHIP	193.10		STMT/02-23		D	-				SUBSCRIPTIONS AN	101.45435.0443
	67839	03/23/23		ADS-FACEBOOK	15.00		STMT/02-23		D	-				ADVERTISING	101.45435.0447
	67839	03/23/23		ADS-FACEBOOK	5.00		STMT/02-23		D	-				ADVERTISING	101.45435.0447
	67839	03/23/23		COFFEE-WILLMAR MAIN ST	14.94		STMT/02-23		D	-				SUBSISTENCE OF P	235.41402.0337
	67839	03/23/23		AD-WILLMAR MAIN ST	27.52		STMT/02-23		D	-				ADVERTISING	235.41402.0447
	67839	03/23/23		MAIN ST EVENT SUPLIES	80.67		STMT/02-23		D	-				OTHER CHARGES	235.41402.0449
	67839	03/23/23		MAIN ST EVENT SUPPLIES	4.05		STMT/02-23		D	-				OTHER CHARGES	235.41402.0449
	67839	03/23/23		WES-REIMB NONMEMBER FEE	45.00CR		STMT/02-23		D	-				TRAVEL-CONF.-SCH	651.48484.0333
	67839	03/23/23		SAM-REIMB NONMEMBER FEE	45.00CR		STMT/02-23		D	-				TRAVEL-CONF.-SCH	651.48484.0333
	67839	03/23/23		WASTEWATER CERT RENEWAL	0.49		STMT/02-23		D	-				TRAVEL-CONF.-SCH	651.48484.0333
	67839	03/23/23		WASTEWATER CERT RENEWAL	23.00		STMT/02-23		D	-				TRAVEL-CONF.-SCH	651.48484.0333
					22,074.40		*CHECK TOTAL								
				VENDOR TOTAL	22,074.40										
CARRANZA/NOE 002547															
	67862	03/28/23		INTERVIEW 02/19/23	140.00		18		D	N	01			PROFESSIONAL SER	101.42411.0446
	67862	03/28/23		INTERPRETED 02/26/23	140.00		19		D	N	01			PROFESSIONAL SER	101.42411.0446
					280.00		*CHECK TOTAL								
				VENDOR TOTAL	280.00										
CENTERPOINT ENERGY 000467															
	476	03/15/23		NATURAL GAS-FEB	15.00		STMT/03-23		M	-				UTILITIES	101.43425.0332
	476	03/15/23		NATURAL GAS-FEB	15.00		STMT/03-23		M	-				UTILITIES	101.43425.0332
	476	03/15/23		NATURAL GAS-FEB	15.00		STMT/03-23		M	-				UTILITIES	101.43425.0332
	476	03/15/23		NATURAL GAS-FEB	3,772.71		STMT/03-23		M	-				UTILITIES	101.45427.0332
	476	03/15/23		NATURAL GAS-FEB	4,042.87		STMT/03-23		M	-				UTILITIES	101.45433.0332
	476	03/15/23		NATURAL GAS-FEB	7,148.54		STMT/03-23		M	-				UTILITIES	101.45433.0332
	476	03/15/23		NATURAL GAS-FEB	1,659.83		STMT/03-23		M	-				UTILITIES	101.45435.0332
	476	03/15/23		NATURAL GAS-FEB	15.00		STMT/03-23		M	-				UTILITIES	101.45437.0332

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CENTERPOINT ENERGY				000467											
		476	03/15/23	NATURAL GAS-FEB	1,480.44		STMT/03-23		M	-				UTILITIES	651.48484.0332
					18,164.39	*CHECK	TOTAL								
				VENDOR TOTAL	18,164.39										
CENTRAL COUNTIES COOPERA				001259											
		67863	03/28/23	4 SEASONS	729.59		133910		D	-				MOTOR FUELS AND	101.43425.0222
COALITION OF GREATER MN				001335											
		67864	03/28/23	NELSEN-LEGIS. ACTION DAY	85.00		032723		D	-				TRAVEL-CONF.-SCH	101.41400.0333
		67864	03/28/23	VALIANT-CGMC FALL CONF	170.00		032723		D	-				TRAVEL-CONF.-SCH	101.41400.0333
		67864	03/28/23	VALIANT-LEGIS. ACTION D	85.00		032723		D	-				TRAVEL-CONF.-SCH	101.41401.0333
		67864	03/28/23	NELSEN-CGMC FALL CONF	245.00		032723		D	-				TRAVEL-CONF.-SCH	101.41401.0333
					585.00	*CHECK	TOTAL								
				VENDOR TOTAL	585.00										
CODE 4 SERVICES INC				002984											
		67865	03/28/23	TEARDOWN-OLD SQAUD 5-PRT	79.80		8136		D	-				MTCE. OF EQUIPME	101.42411.0224
		67865	03/28/23	TEARDOWN-OLD SQAUD 5-LBR	665.00		8136		D	-				MTCE. OF EQUIPME	101.42411.0334
					744.80	*CHECK	TOTAL								
				VENDOR TOTAL	744.80										
COOL/PAUL				002861											
		67866	03/28/23	MSFCA CONFERENCE	92.00		032723		D	-				TRAVEL-CONF.-SCH	101.42412.0333
COORDINATED BUSINESS SYS				003677											
		67867	03/28/23	MANAGE PRINT SERVICES	148.19		INV287111		D	-				OFFICE SUPPLIES	208.45005.0220
CROW CHEMICAL & LIGHTING				000186											
		67868	03/28/23	CLEANING SUPPLIES	349.45		123760		D	-				GENERAL SUPPLIES	651.48484.0229
DAVIS/VICKI				003464											
		67869	03/28/23	LMC CONFERENCE	102.18		032323		D	-				TRAVEL-CONF.-SCH	101.41401.0333
		67869	03/28/23	CITY DAY ON THE HILL	125.76		032323		D	-				TRAVEL-CONF.-SCH	101.41403.0333
					227.94	*CHECK	TOTAL								
				VENDOR TOTAL	227.94										
DOOLEY'S PETROLEUM INC				000212											
		67870	03/28/23	FUEL-TANKS @ PUBLIC W	24,110.29		369453		D	-				INVENTORIES-MDSE	101.125000
ENVIRONMENTAL SYSTEMS RE				003631											
		67871	03/28/23	2024 ESRI SFTWRE LIC.	2,291.74		94428342		D	-				PREPAID EXPENSES	101.128000
		67871	03/28/23	2023 ESRI SFTWRE LIC.	25,208.26		94428342		D	-				SUBSCRIPTIONS AN	101.41402.0443
					27,500.00	*CHECK	TOTAL								
				VENDOR TOTAL	27,500.00										
ERICKSON/SCOTT				002176											
		67872	03/28/23	DEATH INVESTIGATION	69.00		032723		D	-				SUBSISTENCE OF P	101.42411.0227

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
ETTERMAN ENTERPRISES				001567											
		67873	03/28/23	SHOP SUPPLIES	299.94		336870		D	-				GENERAL SUPPLIES	651.48484.0229
		67873	03/28/23	HEADWRKS PUMP LABLES-RPR	282.37		337033		D	-				MTCE. OF EQUIPME	651.48484.0224
		67873	03/28/23	SHOP SUPPLIES	193.68		337034		D	-				GENERAL SUPPLIES	651.48484.0229
					775.99	*CHECK	TOTAL								
				VENDOR TOTAL	775.99										
FARM-RITE EQUIPMENT				003002											
		67874	03/28/23	#233288 ELEC HARNESS	80.26		P43429		D	-				INVENTORIES-MDSE	101.125000
FELT/JAMES E				000993											
		67875	03/28/23	CERT TRNG FOOD	130.33		032323		D	-				SUBSISTENCE OF P	101.42411.0227
		67875	03/28/23	SOAP/CERT TRNG FOOD	81.90		032323		D	-				GENERAL SUPPLIES	101.42411.0229
					212.23	*CHECK	TOTAL								
				VENDOR TOTAL	212.23										
FERGUSON ENTERPRISES INC				000810											
		67876	03/28/23	PLUMBING PARTS-SWANSSON	108.43		9939973		D	-				MTCE. OF STRUCTU	101.43425.0225
FP MAILING SOLUTIONS				001791											
		67877	03/28/23	POSTAGE MTR RENT 2ND QT	174.21		RI105684953		D	-				RENTS	101.42411.0440
GALLS LLC				000288											
		67878	03/28/23	EXPLORER CLOTHING	129.48		023463553		D	-				SUBSISTENCE OF P	804.42412.0227
		67878	03/28/23	EXPLORER CLOTHING	43.16		023466857		D	-				SUBSISTENCE OF P	804.42412.0227
					172.64	*CHECK	TOTAL								
				VENDOR TOTAL	172.64										
GENERAL MAILING SERVICES				000293											
		67879	03/28/23	TOURSIM POSTAGE-FEB	96.02		65772		D	-				POSTAGE	208.45006.0223
		67879	03/28/23	POSTAGE	117.66		65888		D	-				POSTAGE	101.42411.0223
		67879	03/28/23	POSTAGE	26.11		65893		D	-				POSTAGE	651.48484.0223
		67879	03/28/23	POSTAGE 03/06-03/10/23	26.29		65900		D	-				POSTAGE	101.41402.0223
		67879	03/28/23	POSTAGE 03/06-03/10/23	0.78		65900		D	-				POSTAGE	101.41403.0223
		67879	03/28/23	POSTAGE 03/06-03/10/23	76.68		65900		D	-				POSTAGE	101.41405.0223
		67879	03/28/23	POSTAGE 03/06-03/10/23	20.00		65900		D	-				POSTAGE	101.41408.0223
		67879	03/28/23	POSTAGE 03/06-03/10/23	0.78		65900		D	-				POSTAGE	101.42412.0223
		67879	03/28/23	POSTAGE 03/06-03/10/23	0.78		65900		D	-				POSTAGE	230.43430.0223
		67879	03/28/23	POSTAGE 03/06-03/10/23	6.58		65900		D	-				POSTAGE	651.48484.0223
					371.68	*CHECK	TOTAL								
				VENDOR TOTAL	371.68										
GOODIN COMPANY				002835											
		67880	03/28/23	SUB MIXER-REPAIR	668.51		01291660-00		D	-				MTCE. OF EQUIPME	651.48484.0224
GRAINGER INC				000786											
		67881	03/28/23	PLANT SUPPLIES	181.98		9629225906		D	-				SUBSISTENCE OF P	651.48484.0227

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
GRANDSTAY HOTEL & SUITES .03263		67882	03/28/23	CVB BOARD RETREAT	1,318.46		81712		D	-				OTHER CHARGES	208.45005.0449
GRAVE/MATTHEW L 003608		67883	03/28/23	LEADERSHIP TRAINING	295.00		032323		D	-				TRAVEL-CONF.-SCH	101.42412.0333
GREAT NORTHERN ENVIRONME 003064		67884	03/28/23	U.V WIPER REPAIR	27,114.65		4679		D	-				MTCE. OF EQUIPME	651.48484.0224
GREELEY/WES 003527		67885	03/28/23	MN RURAL WATER TRNG	91.00		032323		D	-				TRAVEL-CONF.-SCH	651.48484.0333
GREENSPRING MEDIA GROUP 001504		67886	03/28/23	MN BIKE GUIDE AD	900.00		2023-51440		D	-				ADVERTISING	208.45006.0447
		67886	03/28/23	MN BIKE GUIDE AD	900.00		2023-51440		D	-				OTHER CHARGES	208.45010.0449
					1,800.00	*CHECK	TOTAL								
				VENDOR TOTAL	1,800.00										
HACH COMPANY 000316		67887	03/28/23	D.O. PROBE CAPS	1,112.91		13447949		D	-				MTCE. OF EQUIPME	651.48484.0224
HARTLAND OFFICIALS ASSOC 002608		67888	03/28/23	BASKETBALL/VB OFFICALS	3,477.00		030123		D	N	01			PROFESSIONAL SER	101.45432.0446
HATZINGER/MATTHEW J 003035		67889	03/28/23	MWOA SECTION MEETING	99.08		032723		D	-				TRAVEL-CONF.-SCH	651.48484.0333
HAUG-KUBOTA LLC 002609		67890	03/28/23	INTALL HYD VALVE-PARTS	12.42		30280R		D	-				MTCE. OF EQUIPME	101.43425.0224
		67890	03/28/23	INTALL HYD VALVE-LABOR	379.62		30280R		D	-				MTCE. OF EQUIPME	101.43425.0334
					392.04	*CHECK	TOTAL								
				VENDOR TOTAL	392.04										
HAVE FUN BIKING 003003		67891	03/28/23	HAVE FUN BIKING AD	1,270.00		4067		D	-				ADVERTISING	208.45006.0447
		67891	03/28/23	HAVE FUN BIKING AD	1,270.00		4067		D	-				OTHER CHARGES	208.45010.0449
					2,540.00	*CHECK	TOTAL								
				VENDOR TOTAL	2,540.00										
HEITZMAN/VICTORIA 003777		67840	03/23/23	GYMNASTICS	3,200.00		1		D	-				PROFESSIONAL SER	101.45432.0446
HILLENBRAND/DAVID 002497		67892	03/28/23	MILEAGE 01/09-03/14/23	25.47		032723		D	-				TRAVEL-CONF.-SCH	101.41409.0333
HILLYARD\HUTCHINSON 000333		67893	03/28/23	HOSE REPLACEMENT-SCUBBER	202.00		605051910		D	-				MTCE. OF EQUIPME	101.45433.0224

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
IN CONTROL INC				002486											
		67894	03/28/23	SCADA FIREWALL UPGRADE	3,895.00		S-INV00185		D	-				PROFESSIONAL SER	651.48484.0446
INNOVATIVE OFFICE SOLUTI				003023											
		67895	03/28/23	PLANNER	54.99		IN4014076		D	-				OFFICE SUPPLIES	101.41402.0220
		67895	03/28/23	OFFICE SUPPLIES	104.37		IN4128968		D	-				OFFICE SUPPLIES	651.48484.0220
					159.36	*CHECK	TOTAL								
				VENDOR TOTAL	159.36										
JOHNSON CNTRLS FIRE PROT				003404											
		67896	03/28/23	INS CLM-LIGHTNING STRU	1,903.13		89609758		D	-				INSURANCE DEDUCT	101.41428.0822
KANDIYOHI CO AUDITOR				000376											
		67841	03/23/23	351 USAGE FEES	702.00		030823		D	-				OTHER SERVICES	651.48487.0339
		67841	03/23/23	GARAGE DEMO-516 12TH ST	28.15		479328		D	-				OTHER CHARGES	101.41428.0449
					730.15	*CHECK	TOTAL								
				VENDOR TOTAL	730.15										
KANDIYOHI CO TREASURER				003619											
		67897	03/28/23	LIBRARY AGREEMENT-20	102,380.46		032723		D	-				MTCE. OF STRUCTU	101.45426.0335
KENNEDY & GRAVEN, CHARTE				002520											
		67842	03/23/23	2022A GO IMP BONDS	11,500.00		031723		D	-				CONTRACTS PAYABL	322.207000
KOLANDER/JACOB				.03261											
		67898	03/28/23	PARKING-NW SPORT SHOW	45.00		032723		D	-				TRAVEL-CONF.-SCH	208.45006.0333
		67898	03/28/23	PARKING-NW SPORT SHOW	14.00		032723		D	-				TRAVEL-CONF.-SCH	208.45006.0333
		67898	03/28/23	LODGING-NW SPORT SHOW	248.56		032723		D	-				TRAVEL-CONF.-SCH	208.45006.0333
					307.56	*CHECK	TOTAL								
				VENDOR TOTAL	307.56										
KWIK TRIP INC				003423											
		67843	03/23/23	10.885 GALLONS UNLEADED	37.00				D	-				MOTOR FUELS AND	101.42411.0222
		67843	03/23/23	14.710 GALLONS UNLEADED	50.00				D	-				MOTOR FUELS AND	101.42411.0222
		67843	03/23/23	13.329 GALLONS UNLEADED	45.00				D	-				MOTOR FUELS AND	101.42411.0222
		67843	03/23/23	11.768 GALLONS UNLEADED	40.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
		67843	03/23/23	10.681 GALLONS UNLEADED	36.30		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
		67843	03/23/23	8.356 GALLONS UNLEADED	28.40		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
		67843	03/23/23	11.808 GALLONS UNLEADED	40.14		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
		67843	03/23/23	11.768 GALLONS UNLEADED	40.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
		67843	03/23/23	13.827 GALLONS UNLEADED	47.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
		67843	03/23/23	11.768 GALLONS UNLEADED	40.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
		67843	03/23/23	14.710 GALLONS UNLEADED	50.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
		67843	03/23/23	10.897 GALLONS UNLEADED	37.04		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
		67843	03/23/23	13.239 GALLONS UNLEADED	45.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
		67843	03/23/23	6.337 GALLONS UNLEADED	21.54		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
		67843	03/23/23	13.239 GALLONS UNLEADED	45.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
		67843	03/23/23	11.768 GALLONS UNLEADED	40.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
		67843	03/23/23	8.095 GALLONS UNLEADED	27.51		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
		67843	03/23/23	8.399 GALLONS UNLEADED	28.55		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
KWIK TRIP INC				003423											
	67843	03/23/23	5.884	GALLONS UNLEADED	20.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	9.697	GALLONS UNLEADED	32.96		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	9.333	GALLONS UNLEADED	31.72		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	12.747	GALLONS UNLEADED	43.33		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	11.710	GALLONS UNLEADED	39.80		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	8.826	GALLONS UNLEADED	30.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	4.535	GALLONS UNLEADED	15.41		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	7.355	GALLONS UNLEADED	25.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	14.428	GALLONS UNLEADED	49.04		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	7.366	GALLONS UNLEADED	25.04		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	11.768	GALLONS UNLEADED	40.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	13.320	GALLONS UNLEADED	45.27		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	8.826	GALLONS UNLEADED	30.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	9.708	GALLONS UNLEADED	33.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	8.826	GALLONS UNLEADED	30.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	10.712	GALLONS UNLEADED	32.66		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	7.354	GALLONS UNLEADED	25.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	8.534	GALLONS UNLEADED	29.01		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	12.357	GALLONS UNLEADED	42.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	14.710	GALLONS UNLEADED	50.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	11.768	GALLONS UNLEADED	40.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	11.768	GALLONS UNLEADED	40.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	8.826	GALLONS UNLEADED	30.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	13.119	GALLONS UNLEADED	40.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	7.217	GALLONS UNLEADED	24.53		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	10.418	GALLONS UNEADED	35.41		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	13.239	GALLONS UNLEADED	45.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	10.493	GALLONS UNLEADED	35.67		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	10.546	GALLONS UNLEADED	35.85		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	10.297	GALLONS UNLEADED	35.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	4.413	GALLONS UNLEADED	15.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	8.826	GALLONS UNLEADED	30.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	7.768	GALLONS UNLEADED	26.40		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	8.826	GALLONS UNLEADED	30.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	12.980	GALLONS ULEADED	44.12		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	8.325	GALLONS UNLEADED	28.30		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	5.456	GALLONS UNLEADED	18.54		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	9.337	GALLONS UNLEADED	31.74		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	11.988	GALLONS UNLEADED	40.75		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	10.297	GALLONS UNLEADED	35.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	4.114	GALLONS UNLEADED	13.98		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	4.552	GALLONS UNLEADED	15.47		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	9.683	GALLONS UNLEADED	32.91		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	8.988	GALLONS UNLEADED	30.55		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	1.768	GALLONS UNLEADED	40.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	7.902	GALLONS UNLEADED	26.86		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	11.768	GALLONS UNLEADED	40.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	6.892	GALLONS UNLEADED	23.43		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	7.952	GALLONS UNLEADED	27.03		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
KWIK TRIP INC				003423											
	67843	03/23/23	7.943	GALLONS UNLEADED	27.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	7.538	GALLONS UNLEADED	25.62		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	11.133	GALLONS UNLEADED	37.84		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	8.972	GALLONS UNLEADED	30.50		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	14.286	GALLONS UNLEADED	42.84		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	5.794	GALLONS UNLEADED	19.69		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	8.995	GALLONS UNLEADED	30.57		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	4.029	GALLONS UNLEADED	13.69		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	8.797	GALLONS UNLEADED	29.90		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	12.944	GALLONS UNLEADED	44.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	7.703	GALLONS UNLEADED	26.18		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	10.207	GALLONS UNLEADED	34.69		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	14.710	GALLONS UNLEADED	50.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	8.616	GALLONS UNLEADED	29.29		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	4.414	GALLONS UNLEADED	15.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	5.884	GALLONS UNLEADED	20.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	7.218	GALLONS UNLEADED	24.53		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	10.256	GALLONS UNLEADED	34.86		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	9.266	GALLONS UNLEADED	28.25		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	13.119	GALLONS UNLEADED	40.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	10.297	GALLONS UNEADED	35.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	7.385	GALLONS UNLEADED	25.10		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	11.768	GALLONS UNLEADED	40.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	14.710	GALLONS UNLEADED	50.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	6.248	GALLONS UNLEADED	21.24		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	8.826	GALLONS UNLEADED	30.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	14.710	GALLONS UNLEADED	50.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	7.357	GALLONS UNLEADED	25.01		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	5.100	GALLONS UNLEADED	17.33		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	11.768	GALLONS UNLEADED	40.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	9.414	GALLONS UNLEADED	32.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	10.004	GALLONS UNLEADED	34.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	13.239	GALLONS UNLEADED	45.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	8.826	GALLONS UNLEADED	30.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	4.512	GALLONS UNLEADED	15.34		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	9.121	GALLONS UNLEADED	31.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	6.037	GALLONS UNLEADED	20.52		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	8.826	GALLONS UNLEADED	30.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	10.297	GALLONS UNLEADED	35.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	13.239	GALLONS UNLEADED	45.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	11.364	GALLONS UNLEADED	38.63		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	13.239	GALLONS UNLEADED	45.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	14.893	GALLONS UNLEADED	50.62		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	11.768	GALLONS UNLEADED	40.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23	12.556	GALLONS UNLEADED	42.68		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23		CONTRACT DISCOUNT	55.56CR		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
	67843	03/23/23		FED EXCISE UNLEADED 10E	203.19CR		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
					3,493.43		*CHECK TOTAL								
				VENDOR TOTAL	3,493.43										

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
LEAGUE OF MN CITIES				000412											
		67899	03/28/23	HANSON-2023 SAFETY CONF	20.00		378410		D	-				TRAVEL-CONF.-SCH	101.42412.0333
		67899	03/28/23	GRAVE-2023 SAFETY CONF	20.00		378423		D	-				TRAVEL-CONF.-SCH	101.42412.0333
		67899	03/28/23	ANNUAL STORMWATER FEE	1,050.00		378550		D	-				SUBSCRIPTIONS AN	101.43418.0443
					1,090.00	*CHECK	TOTAL								
				VENDOR TOTAL	1,090.00										
LEAGUE OF MN CITIES INS				000983											
		67900	03/28/23	CLM #270931 PLOW HIT V	2,938.13		7952		D	-				INSURANCE DEDUCT	101.41428.0822
LITTLE FALLS MACHINE INC				000928											
		67901	03/28/23	#114532 TORSION SPRING	166.48		367106		D	-				INVENTORIES-MDSE	101.125000
		67901	03/28/23	SPINNER PARTS/HUB	819.63		367106		D	-				INVENTORIES-MDSE	101.125000
					986.11	*CHECK	TOTAL								
				VENDOR TOTAL	986.11										
LLOYD SECURITY INC				003376											
		67902	03/28/23	2024 FIRE MONITORING	101.97		167285		D	-				PREPAID EXPENSES	101.128000
		67902	03/28/23	2023 FIRE MONITORING	305.91		167285		D	-				MTCE. OF STRUCTU	101.43425.0335
					407.88	*CHECK	TOTAL								
				VENDOR TOTAL	407.88										
LOCATORS & SUPPLIES INC				002162											
		67903	03/28/23	TRAFFIC CONES	2,085.17		0305489-IN		D	-				SMALL TOOLS	101.43425.0221
LSE ARCHITECTS INC				003580											
		67844	03/23/23	REIMBURSABLE EXPENSE	130.71		4471		D	-				PROFESSIONAL SER	420.45506.0446
LUNGSTROM/SAMUEL				003626											
		67904	03/28/23	MN RURAL WATER TRNG	203.71		032323		D	-				TRAVEL-CONF.-SCH	651.48484.0333
MARCUS CONSTRUCTION CO I				000438											
		67845	03/23/23	SWANSSON FIELD	83,794.11		APPL#18		D	-				PROFESSIONAL SER	420.45504.0446
		67845	03/23/23	RECREATIONAL FIELDS	209,962.68		13463/APPL#20		D	-				PROFESSIONAL SER	420.45502.0446
		67845	03/23/23	WILLMAR REC/EVENT CN	364,075.90		13493/EST.22		D	-				PROFESSIONAL SER	420.45506.0446
		67845	03/23/23	ROOF OVER ROOF PROJEC	17,507.01		13494/EST.22 R		D	-				FURNITURE AND EQ	450.45433.0552
					675,339.70	*CHECK	TOTAL								
				VENDOR TOTAL	675,339.70										
MENARDS				000449											
		67905	03/28/23	SQUEZZE BOTTLE	4.49		50649		D	-				SMALL TOOLS	101.45435.0221
		67905	03/28/23	DOG FOOD	151.98		54293		D	-				SUBSISTENCE OF P	101.42411.0227
		67905	03/28/23	BEAM LEVEL	19.99		54356		D	-				SMALL TOOLS	101.43425.0221
		67905	03/28/23	SHOP SUPPLIES	10.76		54356		D	-				MTCE. OF STRUCTU	101.43425.0225
		67905	03/28/23	LOCK & BLINDS	255.94		54428		D	-				MTCE. OF STRUCTU	101.45433.0225
		67905	03/28/23	PLANT SUPPLIES	13.48		54565		D	-				GENERAL SUPPLIES	651.48484.0229
		67905	03/28/23	MAILBOX	27.85		54569		D	-				MTCE. OF OTHER I	101.43425.0226
		67905	03/28/23	SHELVING	212.97		54848		D	-				MTCE. OF OTHER I	101.43425.0226

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MENARDS				000449											
		67905	03/28/23	HDMI CABLE	10.79		55139		D	-				SMALL TOOLS	101.45432.0221
		67905	03/28/23	WOOD-BENCHESS	116.82		55139		D	-				MTCE. OF EQUIPME	101.45432.0224
					825.07	*CHECK	TOTAL								
				VENDOR TOTAL	825.07										
MIKE'S SMALL ENGINE CENT				002699											
		67906	03/28/23	SHOP SUPPLIES	76.92		25137		D	-				MTCE. OF EQUIPME	101.43425.0224
MILLS PARTS CENTER				003729											
		67907	03/28/23	#204887 HUB CAP	70.36		5844557		D	-				INVENTORIES-MDSE	101.125000
MINI BIFF LLC				001805											
		67908	03/28/23	TOILET RENTALS	121.38		A-139010		D	M	01			RENTS	101.43425.0440
MN DEPT OF AGRICULTURE				000487											
		67846	03/23/23	2023 PESTICIDE LICENSES	105.00		032123		D	-				LICENSES AND TAX	101.43425.0445
MN DEPT OF REVENUE				000492											
		477	03/16/23	SALES TAX-FEB	2,535.00		STMT/02-23		M	-				SALES TAX PAYABL	101.206000
		477	03/16/23	DIESEL FUEL TAX-FEB	59.18		STMT/02-23		M	-				SALES TAX PAYABL	101.206000
		477	03/16/23	DIESEL FUEL-FEB	4.91		STMT/02-23		M	-				MOTOR FUELS AND	101.42411.0222
		477	03/16/23	SALES TAX-FEB	8.58CR		STMT/02-23		M	-				SUBSISTENCE OF P	101.42411.0227
		477	03/16/23	SALES TAX-FEB	5.12CR		STMT/02-23		M	-				GENERAL SUPPLIES	101.42411.0229
		477	03/16/23	SALES TAX-FEB	8.03CR		STMT/02-23		M	-				GENERAL SUPPLIES	101.42411.0229
		477	03/16/23	SALES TAX-FEB	4.33CR		STMT/02-23		M	-				GENERAL SUPPLIES	101.42411.0229
		477	03/16/23	SALES TAX-FEB	25.94CR		STMT/02-23		M	-				OFFICE SUPPLIES	101.42412.0220
		477	03/16/23	SALES TAX-FEB	3.87CR		STMT/02-23		M	-				MTCE. OF EQUIPME	101.42412.0224
		477	03/16/23	SALES TAX-FEB	4.06CR		STMT/02-23		M	-				TRAVEL-CONF.-SCH	101.42412.0333
		477	03/16/23	SALES TAX-FEB	2.97CR		STMT/02-23		M	-				TRAVEL-CONF.-SCH	101.42412.0333
		477	03/16/23	SALES TAX-FEB	2.60CR		STMT/02-23		M	-				TRAVEL-CONF.-SCH	101.42412.0333
		477	03/16/23	DIESEL FUEL TAX-FEB	270.92		STMT/02-23		M	-				MOTOR FUELS AND	101.43425.0222
		477	03/16/23	DIESEL FUEL TAX-FEB	654.17		STMT/02-23		M	-				MOTOR FUELS AND	101.43425.0222
		477	03/16/23	SALES TAX-FEB	3.48CR		STMT/02-23		M	-				MTCE. OF EQUIPME	101.43425.0224
		477	03/16/23	SALES TAX-FEB	6.63CR		STMT/02-23		M	-				MTCE. OF EQUIPME	101.43425.0224
		477	03/16/23	SALES TAX-FEB	0.79CR		STMT/02-23		M	-				GENERAL SUPPLIES	101.43425.0229
		477	03/16/23	SALES TAX-FEB	0.87CR		STMT/02-23		M	-				OFFICE SUPPLIES	101.45432.0220
		477	03/16/23	SALES TAX-FEB	12.28CR		STMT/02-23		M	-				MTCE. OF EQUIPME	101.45432.0224
		477	03/16/23	SALES TAX-FEB	28.60CR		STMT/02-23		M	-				GENERAL SUPPLIES	101.45432.0229
		477	03/16/23	SALES TAX-FEB	6.55CR		STMT/02-23		M	-				GENERAL SUPPLIES	101.45432.0229
		477	03/16/23	SALES TAX-FEB	2.98CR		STMT/02-23		M	-				GENERAL SUPPLIES	101.45432.0229
		477	03/16/23	SALES TAX-FEB	1.18CR		STMT/02-23		M	-				SUBSCRIPTIONS AN	101.45432.0443
		477	03/16/23	SALES TAX-FEB	18.25CR		STMT/02-23		M	-				SMALL TOOLS	101.45433.0221
		477	03/16/23	DIESEL FUEL TAX-FEB	12.90		STMT/02-23		M	-				MOTOR FUELS AND	101.45433.0222
		477	03/16/23	SALES TAX-FEB	8.01CR		STMT/02-23		M	-				MTCE. OF STRUCTU	101.45433.0225
		477	03/16/23	SALES TAX-FEB	11.52CR		STMT/02-23		M	-				GENERAL SUPPLIES	101.45433.0229
		477	03/16/23	SALES TAX-FEB	0.70CR		STMT/02-23		M	-				GENERAL SUPPLIES	101.45433.0229
		477	03/16/23	SALES TAX-FEB	5.51CR		STMT/02-23		M	-				SMALL TOOLS	101.45435.0221
		477	03/16/23	SALES TAX-FEB	12.81CR		STMT/02-23		M	-				SMALL TOOLS	101.45435.0221
		477	03/16/23	SALES TAX-FEB	7.64CR		STMT/02-23		M	-				MTCE. OF EQUIPME	101.45435.0224

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MN DEPT OF REVENUE				000492											
		477	03/16/23	SALES TAX-FEB	6.94CR		STMT/02-23		M	-				MTCE. OF EQUIPME	101.45435.0224
		477	03/16/23	SALES TAX-FEB	5.99CR		STMT/02-23		M	-				MTCE. OF EQUIPME	101.45435.0224
		477	03/16/23	SALES TAX-FEB	3.09CR		STMT/02-23		M	-				GENERAL SUPPLIES	101.45435.0229
		477	03/16/23	SALES TAX-FEB	4.19CR		STMT/02-23		M	-				GENERAL SUPPLIES	101.45435.0229
		477	03/16/23	SALES TAX-FEB	4.32CR		STMT/02-23		M	-				GENERAL SUPPLIES	101.45435.0229
		477	03/16/23	SALES TAX-FEB	33.78CR		STMT/02-23		M	-				SMALL TOOLS	101.45506.0221
		477	03/16/23	SALES TAX-FEB	38.39CR		STMT/02-23		M	-				MTCE. OF OTHER I	101.45506.0226
		477	03/16/23	DIESEL FUEL TAX-FEB	18.37		STMT/02-23		M	-				MOTOR FUELS AND	651.48485.0222
					3,265.45		*CHECK TOTAL								
				VENDOR TOTAL	3,265.45										
MN POLLUTION CONTROL AGE				001064											
		67909	03/28/23	2023 WATER PERMIT FEE	14,350.00		10000160054		D	-				LICENSES AND TAX	651.48484.0445
MUNICIPAL UTILITIES				000541											
		67910	03/28/23	UTILITIES FOR APRIL	816.60		STMT/04-23		D	-				UTILITIES	101.42412.0332
		67910	03/28/23	UTILITIES FOR APRIL	1,314.90		STMT/04-23		D	-				UTILITIES	101.43425.0332
		67910	03/28/23	UTILITIES FOR APRIL	3,015.91		STMT/04-23		D	-				UTILITIES	230.43430.0332
		67910	03/28/23	UTILITIES FOR APRIL	46,553.28		STMT/04-23		D	-				UTILITIES	651.48484.0332
		67910	03/28/23	UTILITIES FOR APRIL	184.83		STMT/04-23		D	-				UTILITIES	651.48485.0332
					51,885.52		*CHECK TOTAL								
				VENDOR TOTAL	51,885.52										
MVTL LABORATORIES INC				000544											
		67911	03/28/23	LAB TESTING	58.30		1189077		D	-				PROFESSIONAL SER	651.48484.0446
		67911	03/28/23	LAB TESTING	289.30		1190285		D	-				PROFESSIONAL SER	651.48484.0446
		67911	03/28/23	LAB TESTING	58.30		1190976		D	-				PROFESSIONAL SER	651.48484.0446
					405.90		*CHECK TOTAL								
				VENDOR TOTAL	405.90										
NAPA CENTRAL MN				000249											
		67912	03/28/23	INVERTOR&SNOW BRUSHES	59.53		900764		D	-				MTCE. OF EQUIPME	101.42411.0224
NELSON INTERNATIONAL				000568											
		67913	03/28/23	#229396 AIR FITTING	15.09		X101111146:01		D	-				INVENTORIES-MDSE	101.125000
NELSON/CHAD				001794											
		67914	03/28/23	MILEAGE-DEATH INV	147.01		032723		D	-				MOTOR FUELS AND	101.42411.0222
		67914	03/28/23	DEATH INVESTIGATION TRNG	69.00		032723		D	-				SUBSISTENCE OF P	101.42411.0227
					216.01		*CHECK TOTAL								
				VENDOR TOTAL	216.01										
NEUBAUER/SAMUEL				002554											
		67835	03/15/23	REFUND VOL. LIFE PREM	46.44		08/26/22		D	-				ACCOUNTS PAYABLE	101.202000
NORTHERN STATES SUPPLY				000585											
		67915	03/28/23	MARKING PAINT	111.05		1670510		D	-				GENERAL SUPPLIES	101.43425.0229

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
O'REILLY AUTOMOTIVE INC 000650		67916	03/28/23	WIPERS-SQUAD 10	40.78		1528-453458		D	-				MTCE. OF EQUIPME	101.42411.0224
OASIS AERO INC 003286		67917	03/28/23	AIRPORT MGMT CNTRACT-O	4,000.00		5014		D	-				ACCOUNTS PAYABLE	230.202000
		67917	03/28/23	MISC REIMBURSEMENT	255.40		5026		D	-				MTCE. OF STRUCTU	230.43430.0225
		67917	03/28/23	AIRPORT MGMT CNTRACT-F	4,000.00		5184		D	-				PROFESSIONAL SER	230.43430.0446
		67917	03/28/23	PAPER TOWELS/TOILET	94.21		5185		D	-				GENERAL SUPPLIES	230.43430.0229
					8,349.61	*CHECK	TOTAL								
				VENDOR TOTAL	8,349.61										
PAT'S GRAPHICS 002543		67918	03/28/23	TRUCK/EQUIPMENT DECALS	922.66		13639		D	-				MTCE. OF EQUIPME	101.43425.0334
PRO WATER SOLUTIONS 003529		67919	03/28/23	SOFTENER SALT	102.00		5155		D	-				GENERAL SUPPLIES	101.45432.0229
QUICK SIGNS 001093		67847	03/23/23	WELCOME SIGN-CIVIC CNTR	729.00		180361		D	-				MTCE. OF STRUCTU	101.45433.0225
		67847	03/23/23	OFFICE WINDOW PERF VINYL	685.00		180361		D	-				MTCE. OF STRUCTU	101.45506.0225
		67847	03/23/23	SIGNAGE	1,698.00		180361		D	-				PROFESSIONAL SER	420.45506.0446
					3,112.00	*CHECK	TOTAL								
				VENDOR TOTAL	3,112.00										
RAMBOW INC 000639		67920	03/28/23	BASKETBALL T-SHIRTS	707.00		640434		D	-				GENERAL SUPPLIES	101.45432.0229
ROBERSTON ANSCHUTZ 003813		67921	03/28/23	SUBPOENA CAS #23000928	4.50		7743		D	-				PROFESSIONAL SER	101.42411.0446
SCHUELER/ALLEN 002142		67922	03/28/23	MN RURAL WATER TRNG	671.80		032323		D	M	01			TRAVEL-CONF.-SCH	651.48484.0333
SERVICE CENTER/CITY OF W 000685		67923	03/28/23	25.40 GALLONS UNLEADED	75.44		STMT/02-23		D	-				MOTOR FUELS AND	101.41402.0222
		67923	03/28/23	17.37 GALLONS DIESEL	62.71		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
		67923	03/28/23	1,044.39 GALLONS UNLEA	3,101.80		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
		67923	03/28/23	55.04 GALLONS DIESEL	203.62		STMT/02-23		D	-				MOTOR FUELS AND	101.42412.0222
		67923	03/28/23	65.36 GALLONS UNLEADED	194.12		STMT/02-23		D	-				MOTOR FUELS AND	101.42412.0222
		67923	03/28/23	4,528.81 GALLONS DIES	16,644.00		STMT/02-23		D	-				MOTOR FUELS AND	101.43425.0222
		67923	03/28/23	145.07 GALLONS UNLEADED	430.85		STMT/02-23		D	-				MOTOR FUELS AND	101.43425.0222
		67923	03/28/23	105.30 GALLONS DIESEL	380.13		STMT/02-23		D	-				MOTOR FUELS AND	101.45433.0222
		67923	03/28/23	65.09 GALLONS DIESEL	268.10		STMT/02-23		D	-				MOTOR FUELS AND	651.48484.0222
		67923	03/28/23	29.98 GALLONS UNLEADED	89.04		STMT/02-23		D	-				MOTOR FUELS AND	651.48484.0222
					21,449.81	*CHECK	TOTAL								
				VENDOR TOTAL	21,449.81										
SHI CORP 000275		67924	03/28/23	ADDTL WINDOWS SERVER LIC	855.00		B16606982		D	-				SUBSCRIPTIONS AN	101.41409.0443

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
SPICER COMMERCIAL CLUB				002264											
	67925	03/28/23	2023	SPICER COMML CLUB	155.00		032723		D	-				SUBSCRIPTIONS AN	208.45005.0443
STERICYCLE INC				003481											
	67926	03/28/23		LAB WASTE REMOVAL	364.68		4011646402		D	-				CLEANING AND WAS	651.48484.0228
STERLING WATER-MINNESOTA				000188											
	67927	03/28/23		SOFTENER SALT	77.00		315X014651378		D	-				GENERAL SUPPLIES	230.43430.0229
STULEN/DEBORAH				003471											
	67928	03/28/23		MILEAGE-MCFOA LIQUOR CON	61.57		032723		D	-				TRAVEL-CONF.-SCH	101.41403.0333
	67928	03/28/23		MILEAGE-MCFOA THC CONF	61.57		032723		D	-				TRAVEL-CONF.-SCH	101.41403.0333
					123.14	*CHECK	TOTAL								
				VENDOR TOTAL	123.14										
SURPLUS WAREHOUSE INC				000728											
	67929	03/28/23		CANDY DISPOSEL	20.00		032723		D	-				CLEANING AND WAS	101.45435.0228
THE BODY SHOP				.03262											
	67930	03/28/23		BUFF SCRATCHES	100.00		032723		D	-				MTCE. OF EQUIPME	101.42412.0334
TYLER TECHNOLOGIES, INC				003795											
	67931	03/28/23		ANN SAAS 01/23/23	1,400.00		045-408432		D	-				SUBSCRIPTIONS AN	219.41409.0443
US BANK				000264											
	67932	03/28/23		PAYING AGENT/ACCEPT FEE	300.00		6833809		D	-				OTHER CHARGES	320.45503.0449
	67932	03/28/23		PAYING AGENT/ACCEPT FEE	200.00		6833809		D	-				OTHER CHARGES	320.45504.0449
					500.00	*CHECK	TOTAL								
				VENDOR TOTAL	500.00										
US BANK EQUIPMENT FINANC				003143											
	67933	03/28/23		500-0664928-000-APRIL	751.80		497192377		D	-				RENTS	101.41410.0440
VAN HEUVENLN COMPANIES				.03264											
	67934	03/28/23		FLOOR DRAIN REPAIR-PARTS	110.00		350		D	-				MTCE. OF STRUCTU	651.48484.0225
	67934	03/28/23		FLOOR DRAIN REPAIR-LAB	1,300.00		350		D	-				MTCE. OF STRUCTU	651.48484.0335
					1,410.00	*CHECK	TOTAL								
				VENDOR TOTAL	1,410.00										
VERIZON WIRELESS				002915											
	67848	03/23/23		CELL PHONE USE-MARCH	2,530.31		9929649373		D	-				COMMUNICATIONS	101.41409.0330
	67848	03/23/23		EAGLE #5 LIFT	40.01		9929649373		D	-				COMMUNICATIONS	651.48487.0330
					2,570.32	*CHECK	TOTAL								
				VENDOR TOTAL	2,570.32										
WALT'S				002868											
	67849	03/23/23		35.894 GALLONS UNLEADED	122.00		STMT/02-23		D	-				ACCOUNTS RECEIVA	101.120000
	67849	03/23/23		17.136 GALLONS UNLEADED	58.25		STMT/02-23		D	-				ACCOUNTS RECEIVA	101.120000
	67849	03/23/23		29.505 GALLONS UNLEADED	100.29		STMT/02-23		D	-				ACCOUNTS RECEIVA	101.120000
	67849	03/23/23		34.500 GALLONS UNLEADED	117.27		STMT/02-23		D	-				ACCOUNTS RECEIVA	101.120000

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WALT'S				002868											
		67849	03/23/23	17.064 GALLONS UNLEADED	58.00		STMT/02-23		D	-				ACCOUNTS RECEIVA	101.120000
		67849	03/23/23	20.021 GALLONS UNLEADED	68.05		STMT/02-23		D	-				MOTOR FUELS AND	101.41402.0222
		67849	03/23/23	28.616 GALLONS UNLEADED	97.27		STMT/02-23		D	-				MOTOR FUELS AND	101.41402.0222
		67849	03/23/23	28.813 GALLONS UNLEADED	97.94		STMT/02-23		D	-				MOTOR FUELS AND	101.41402.0222
		67849	03/23/23	7.040 GALLONS UNLEADED	21.46		STMT/02-23		D	-				MOTOR FUELS AND	101.41402.0222
		67849	03/23/23	6.645 GALLONS UNLEADED	22.59		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
		67849	03/23/23	10.885 GALLONS UNLEADED	37.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
		67849	03/23/23	7.491 GALLONS UNLEADED	25.46		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
		67849	03/23/23	20.122 GALLONS UNLEADED	68.39		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
		67849	03/23/23	11.354 GALLONS UNLEADED	38.59		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
		67849	03/23/23	16.516 GALLONS UNLEADED	56.14		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
		67849	03/23/23	13.083 GALLONS UNLEADED	44.47		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
		67849	03/23/23	13.253 GALLONS UNLEADED	45.05		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
		67849	03/23/23	12.194 GALLONS UNLEADED	41.45		STMT/02-23		D	-				MOTOR FUELS AND	101.42411.0222
		67849	03/23/23	2.414 GALLONS UNLEADED	15.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42412.0222
		67849	03/23/23	22.391 GALLONS UNLEADED	76.11		STMT/02-23		D	-				MOTOR FUELS AND	101.42412.0222
		67849	03/23/23	12.868 GALLONS UNLEADED	43.74		STMT/02-23		D	-				MOTOR FUELS AND	101.42412.0222
		67849	03/23/23	11.767 GALLONS UNLEADED	40.00		STMT/02-23		D	-				MOTOR FUELS AND	101.42412.0222
		67849	03/23/23	11.167 GALLONS UNLEADED	37.96		STMT/02-23		D	-				MOTOR FUELS AND	101.42412.0222
		67849	03/23/23	12.486 GALLONS UNLEADED	42.44		STMT/02-23		D	-				MOTOR FUELS AND	101.42412.0222
		67849	03/23/23	12.505 GALLONS UNLEADED	42.50		STMT/02-23		D	-				MOTOR FUELS AND	101.42412.0222
		67849	03/23/23	4.284 GALLONS UNLEADED	18.20		STMT/02-23		D	-				MOTOR FUELS AND	101.42412.0222
		67849	03/23/23	32.543 GALLONS UNLEADED	107.36		STMT/02-23		D	-				MOTOR FUELS AND	101.43425.0222
		67849	03/23/23	24.962 GALLONS UNLEADED	84.85		STMT/02-23		D	-				MOTOR FUELS AND	101.43425.0222
		67849	03/23/23	29.781 GALLONS UNLEADED	101.23		STMT/02-23		D	-				MOTOR FUELS AND	101.43425.0222
		67849	03/23/23	18.983 GALLONS UNLEADED	64.52		STMT/02-23		D	-				MOTOR FUELS AND	101.43425.0222
		67849	03/23/23	27.269 GALLONS UNLEADED	92.69		STMT/02-23		D	-				MOTOR FUELS AND	101.43425.0222
		67849	03/23/23	13.252 GALLONS UNLEADED	45.04		STMT/02-23		D	-				MOTOR FUELS AND	101.43425.0222
		67849	03/23/23	33.200 GALLONS UNLEADED	112.85		STMT/02-23		D	-				MOTOR FUELS AND	101.43425.0222
		67849	03/23/23	34.545 GALLONS UNLEADED	117.42		STMT/02-23		D	-				MOTOR FUELS AND	101.43425.0222
		67849	03/23/23	30.049 GALLONS UNLEADED	102.14		STMT/02-23		D	-				MOTOR FUELS AND	101.43425.0222
		67849	03/23/23	28.293 GALLONS UNLEADED	96.17		STMT/02-23		D	-				MOTOR FUELS AND	101.43425.0222
		67849	03/23/23	23.179 GALLONS UNLEADED	78.79		STMT/02-23		D	-				MOTOR FUELS AND	101.43425.0222
		67849	03/23/23	24.272 GALLONS UNLEADED	82.50		STMT/02-23		D	-				MOTOR FUELS AND	101.45433.0222
		67849	03/23/23	12.795 GALLONS UNLEADED	43.49		STMT/02-23		D	-				MOTOR FUELS AND	101.45433.0222
		67849	03/23/23	7.296 GALLONS UNLEADED	24.80		STMT/02-23		D	-				MOTOR FUELS AND	651.48484.0222
		67849	03/23/23	23.337 GALLONS UNLEADED	79.32		STMT/02-23		D	-				MOTOR FUELS AND	651.48484.0222
		67849	03/23/23	23.257 GALLONS UNLEADED	79.05		STMT/02-23		D	-				MOTOR FUELS AND	651.48484.0222
		67849	03/23/23	17.677 GALLONS UNLEADED	60.08		STMT/02-23		D	-				MOTOR FUELS AND	651.48484.0222
		67849	03/23/23	8.472 GALLONS UNLEADED	32.10		STMT/02-23		D	-				MOTOR FUELS AND	651.48484.0222
		67849	03/23/23	21.901 GALLONS UNLEADED	89.77		STMT/02-23		D	-				MOTOR FUELS AND	651.48485.0222
		67849	03/23/23	14.020 GALLONS UNLEADED	47.65		STMT/02-23		D	-				MOTOR FUELS AND	651.48486.0222
		67849	03/23/23	6.255 GALLONS UNLEADED	23.70		STMT/02-23		D	-				MOTOR FUELS AND	651.48486.0222
		67849	03/23/23	41.026 GALLONS UNLEADED	139.45		STMT/02-28		D	-				ACCOUNTS RECEIVA	101.120000
					3,140.59		*CHECK TOTAL								
				VENDOR TOTAL	3,140.59										

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WEST CENTRAL PRINTING				000803											
		67935	03/28/23	ABANDONED VEHIC. FORMS	92.88		23639		D	-				OFFICE SUPPLIES	101.42411.0220
WEST CENTRAL SANITATION				000805											
		67850	03/23/23	RECYCLING-APRIL	52.10		12711907		D	-				CLEANING AND WAS	101.41408.0338
		67850	03/23/23	RECYCLING-APRIL	100.82		12713837		D	-				CLEANING AND WAS	101.43425.0338
		67850	03/23/23	RECYCLING-APRIL	97.24		12713837		D	-				CLEANING AND WAS	101.45433.0338
		67850	03/23/23	RECYCLING-APRIL	38.67		12713837		D	-				CLEANING AND WAS	101.45435.0338
					288.83	*CHECK TOTAL									
				VENDOR TOTAL	288.83										
WEST CENTRAL STEEL INC				000806											
		67936	03/28/23	STEEL-BERM/RAILING PRJ	4,755.80		1570365		D	-				FURNITURE AND EQ	450.45432.0552
		67936	03/28/23	STEEL-BERM/RAILING PRJT	202.68		1570400		D	-				FURNITURE AND EQ	450.45432.0552
					4,958.48	*CHECK TOTAL									
				VENDOR TOTAL	4,958.48										
WILLMAR CHAMBER OF COMME				000812											
		67937	03/28/23	WILLMAR COM HOSTING 2023	60.00		55181		D	-				PROFESSIONAL SER	208.45005.0446
		67937	03/28/23	CHAMBER LEADERSHIP EVENT	25.00		55255		D	-				TRAVEL-CONF.-SCH	208.45005.0333
					85.00	*CHECK TOTAL									
				VENDOR TOTAL	85.00										
WILLMAR FORKLIFT INC				002705											
		67938	03/28/23	SCISSORLIFT INSPECITON-P	27.43		90481		D	-				MTCE. OF EQUIPME	101.45433.0224
		67938	03/28/23	SCISSORLIFT INSPECITON-L	295.00		90481		D	-				MTCE. OF EQUIPME	101.45433.0334
					322.43	*CHECK TOTAL									
				VENDOR TOTAL	322.43										
WINDSTREAM				002100											
		67939	03/28/23	PHONE SERVICE-MARCH	75.79		STMT/03-23		D	-				COMMUNICATIONS	101.45433.0330
ZANKE/JESSICA				.03146											
		67940	03/28/23	LODGING-NW SPORT SHOW	134.75		032723		D	-				TRAVEL-CONF.-SCH	208.45006.0333
		67940	03/28/23	PARKING-NW SPORT SHOW	14.00		032723		D	-				TRAVEL-CONF.-SCH	208.45006.0333
					148.75	*CHECK TOTAL									
				VENDOR TOTAL	148.75										

Vendor Payment History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER

CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
--------	------	-------------	--------	-------	---------	-----	---	---	---	----	---	--------------	---------

REPORT TOTALS:			1,960,877.66										
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RECORDS PRINTED - 000596

Vendor Payment History Report

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
----	-----	
101	GENERAL FUND	281,094.25
205	INDUSTRIAL DEVELOPMENT	1,030.00
208	CONVENTION & VISITORS BUREAU	6,598.98
212	COMMUNITY DEVELOPMENT	9,676.50
219	CORONAVIRUS RELIEF FUND	23,947.80
230	WILLMAR MUNICIPAL AIRPORT	11,923.30
235	WILLMAR MAIN STREET	127.18
320	LOCAL OPTION SALES TAX DEBT	500.00
322	D.S. - 2022A BOND	11,500.00
405	C.P. - EPITOPIX	8,688.00
420	LOCAL OPT SALES TAX PROJECTS	723,568.10
421	S.A.B.F. - #2021B	16,670.00
422	S.A.B.F. - 2022A	64,558.66
423	S.A.B.F. - 2023A	666,428.00
430	C.P. - AIRPORT DEVELOPMENT	8,050.00
450	CAPITAL IMPROVEMENT FUND	22,465.49
651	WASTE TREATMENT	103,878.76
804	FIRE DEPT EXPLORER FUND	172.64
TOTAL ALL FUNDS		1,960,877.66

BANK RECAP:

BANK	NAME	DISBURSEMENTS
----	-----	
HERT	HERITAGE BANK	1,960,877.66
TOTAL ALL BANKS		1,960,877.66



City Council Action Request

Council Meeting Date:	April 3, 2023	Agenda Item Number:	5.J.
Agenda Section:	Consent Items	Originating Department:	City Clerk
Resolution:	No	Prepared By:	Judy Thompson, City Clerk
Ordinance:	No	Presented By:	Judy Thompson, City Clerk
Item:	Municipal Owned Property On-Sale Liquor License Holder Permit –Spurs Corporation		

RECOMMENDED ACTION:

Approve the Municipal Owned Property by On-Sale Liquor License Holder on a Roll Call Vote

OVERVIEW:

The Spurs Corporation dba Spurs Grill and Bar has plans to sell alcohol during the Latino Cultural Festival event located on 4th Street between Becker Avenue and Litchfield Avenue on May 20th 2023, sponsored by Main Street. A Municipal Owned Property by an On-Sale Liquor License Holder Application is required to distribute or consume alcohol on municipal property.

BUDGETARY/FISCAL ISSUES:

\$100.00 Application Fee

ALTERNATIVES TO CONSIDER:

Deny the serving of alcohol during their event

ATTACHMENTS:

None



City Council Action Request

Council Meeting Date:	April 3, 2023	Agenda Item Number:	5.K.
Agenda Section:	Consent Items	Originating Department:	City Clerk
Resolution:	Yes	Prepared By:	Judy Thompson, City Clerk
Ordinance:	No	Presented By:	Judy Thompson, City Clerk
Item:	Statutory Municipal Liability Coverage Limits - City Options		

RECOMMENDED ACTION:

Approve the Resolution Adopting the Municipal Tort Limits Set at \$500,000 Per Claimant, \$1,500,000 Per Occurrence.

OVERVIEW:

In the past, the Council has chosen Option 1- “does not waive” the statutory tort limits.

The statutory municipal tort liability limits for 2023 are set at \$500,000 per claimant, \$1,500,000 per occurrence.

The city will have \$1,500,000 of coverage limits available for most claims. But on those claims to which the statutory limits apply, the city, and LMCIT will be able to use the statutory tort liability limit to limit an individual claimant’s recovery to no more than \$500,000.

The statutory liability limit only comes into play if somebody has been injured by the city’s negligence, and has proved to the court that his/her actual injuries exceed \$500,000. The statutory liability limit means, very literally, that the city and LMCIT won’t fully compensate that individual for his/her injuries, which the city caused. Because of this, some cities may decide that as a matter of public policy you want to have more than \$500,000 available to compensate a citizen who has been injured by the city’s negligence.

Since it increases the exposure, there is an additional premium charge of 3.5% if the city decides to waive the statutory per-person limit. Options for the Council to consider are:

**If the city does not waive the statutory tort limits, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether or not the city purchases the optional excess liability coverage.*

**If the city waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the city’s liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.*

**If the city waives the statutory tort limits and purchases excess liability coverage, a single claimant could*

potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

BUDGETARY/FISCAL ISSUES:

No Financial impact unless a new option is selected.

ALTERNATIVES TO CONSIDER:

N/A

ATTACHMENTS:

1. Resolution Approving Tort Liability

RESOLUTION NO.

A RESOLUTION APPROVING STATUTORY MUNICIPAL LIABILITY COVERAGE LIMITS

Motion By: _____ Second By: _____

WHEREAS, cities obtaining liability coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort liability limits to the extent of coverage purchased; and

WHEREAS, the City Council has reviewed the various options for monetary limits on municipal tort liability; and

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the City does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.

Dated this 3rd day of April, 2023.

MAYOR

Attest:

CITY CLERK



City Council Action Request

Council Meeting Date:	April 3, 2023	Agenda Item Number:	5.L.
Agenda Section:	Consent Items	Originating Department:	Fire Department
Resolution:	No	Prepared By:	Frank Hanson, Fire Chief
Ordinance:	No	Presented By:	Frank Hanson, Fire Chief
Item:	Updated City Safety Equipment/ Gear Policy		

RECOMMENDED ACTION:

Consider Approving the Updated Safety Equipment/ Gear Policy

OVERVIEW:

This city policy has not been updated since 2019. The City Safety Committee reviewed this policy and recommends increasing the reimbursable amounts for both safety shoes and safety glasses. Currently, the city reimburses an employee \$175 for safety shoes and \$250 for safety glasses. After researching costs at several local vendors, the Safety Committee recommends increasing the reimbursable amounts to: safety boots to \$250 and safety glasses to \$400.

BUDGETARY/FISCAL ISSUES:

Would be in department operations budgets

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Marked copy

Safety Equipment/Gear Policy

Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment that such equipment be worn by the employee. If an employee's job requires they wear Safety Glasses and/or Safety Boots, the City will provide and/or reimburse some of the cost for that equipment.

Safety Glasses

The City of Willmar shall furnish safety glasses as required by the employer at the start of employment or at the start of new job tasks requiring safety glasses and all subsequent prescription changes or loss of glasses due to damage while at work. Safety glasses will be provided as follows:

- A.
 - 1. Prescription and non-prescription safety lens, glass or plastic with choice of safety frames.
 - 2. Photo-grey or tinted lens as required by the job description.
 - 3. Side shields, permanent mount or clip-on.
 - 4. Any special prescription requirements such as over power (sphere or cyl.) 28MM segment bifocals.
- B. The City of Willmar will not pay for the following:
 - 1. The extra cost of safety glasses purchased from a supplier other than the suppliers designated by the City of Willmar. The employee shall be responsible for any additional costs from that supplier.
 - 2. The costs of an eye examination. This is the employee's responsibility.
- C. Authorization to purchase safety glasses: The purchase of safety glasses shall be authorized by the employee's supervisor. A purchase authorization should be approved by the supervisor and presented to the designated supplier. The portion of the costs approved for payment by the City shall be shown on the purchase authorization or supplier invoice and returned to the supervisor by the employee. The purchase authorization or supplier invoice shall be held by the supervisor until the employee has received the safety glasses. When the employee has received their safety glasses, the supervisor will acknowledge the receipt of the glasses on the purchase authorization or supplier invoice and forward it to the Finance Department.
- D. The City of Willmar will pay directly to a vendor or reimburse the employee up to \$400 toward the cost for all pairs of safety glasses.

Safety Boots/Footwear

The City of Willmar shall cost-share the purchase of safety boots/footwear as needed by an employee to perform their work safely. Adequate foot protection will be provided for all seasons under the following conditions:

- A. The City of Willmar will pay directly to a vendor or reimburse the employee up to ~~\$175~~ \$250 toward of the cost for all pairs of safety shoes, boots, or other special footwear as required. The time limit between authorized purchases shall not be subject to a specific time but shall be at the discretion of the supervisor.
- B. The City of Willmar will not pay for the cost of a foot examination needed to correct podiatry ailments or treatments.

Authorization to purchase safety footwear shall be approved by the supervisor. The portion of the costs submitted for payment to the City shall be clearly shown on the vendor purchase invoice.

The supervisor has authority to deny employer cost sharing in any circumstance whereby abnormal or excessive wear can be attributed to an employee's after-hour job, theft of boots recently purchased, or safety boot damage directly attributable to private use.

~~Chiefs' Clothing Allowance~~

~~The City shall annually provide a clothing allowance to the Police Chief (electing to wear a uniform), and Fire Chief up to \$800.00. The allowance will be based on a voucher system under the direction of the City Administrator and subject to a list of items issued by the Department Head or may be paid in a lump sum for the year. If necessary, the City Administrator has the authority to order the Department Head to replace his/her uniform or parts thereof.~~

~~The initial uniform shall consist of:~~

Parka	1	Trousers	2
Cap (winter)	1	Leather Goods	
Cap (summer)	1	Breast and Cap Badge	1
Jacket	1	Set of Hand Cuffs (Police)	1
Shirts (winter)	2	Hand Gun (Police)	1
Shirts (summer)	2	Name Tag	1



City Council Action Request

Council Meeting Date:	April 3, 2023	Agenda Item Number:	5.M.
Agenda Section:	Consent Items	Originating Department:	Public Works
Resolution:	Yes	Prepared By:	Kelsi Delbosque, Administrative Assistant
Ordinance:	No	Presented By:	Gary Manzer, Public Works Director
Item:	Public Works Pickup Purchase Amendment		

RECOMMENDED ACTION:

Approve the amendment of Resolution No. 2023-022 to now enter into an agreement with Marthaler Chevrolet of Glenwood for the purchase of a 2023 Chevrolet Silverado 2500 truck in the amount of \$57,425, with tax and title fees added at a later date.

OVERVIEW:

The City adopted a resolution at the February 6th, 2023 Council Meeting to purchase a Silverado 2500 truck from Schwieters Chevrolet of Willmar for Public Works. Following the meeting, staff was informed that the pickup the City had selected was no longer available and the wait time for another would be upwards of 6 months at the earliest. The second quote, from Atwater Ford, could not guarantee a truck until 2024. A third quote was obtained by Marthaler Chevrolet of Glenwood for a Silverado 2500 which is in production currently and has an expected delivery date of May, 2023.

BUDGETARY/FISCAL ISSUES:

\$75,000 was budgeted for the purchase of the truck. The increase for purchasing from Marthaler is \$235.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Resolution for One Ton Truck Purchase Marthaler
2. One Ton Memo 2023
3. Marthaler Chevy Silverado Quote

RESOLUTION NO. ____

**A RESOLUTION APPROVING THE PURCHASE OF A 2024 CHEVROLET SILVERADO 2500 TRUCK IN THE
AMOUNT OF \$57,425.**

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, to amend Resolution No. 2023-022 for the purchase of a 2024 Chevrolet Silverado 2500 truck to now be accepted from Marthaler Chevrolet of Glenwood, and be it further resolved the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$57,425.

Dated this 3rd day of April, 2023

Mayor

Attest:

City Clerk



WILLMAR

**PUBLIC WORKS DEPARTMENT
DIRECTOR/CITY ENGINEER**

**333 SW 6TH ST
WILLMAR, MN 56201
320-235-4202**

Memorandum

TO: Leslie Valiant, City Administrator

FROM: Gary Manzer, Public Works Director

DATE: March 23, 2023

RE: One Ton Truck

Staff is in the process of proceeding with the purchase and replacement of unit #067863, a 2006 Ford F-350 in accordance with the 2023 Capital Outlay Program. This truck is used very heavily for daily tasks within the Public Works department.

We are requesting approval to move forward with the purchase. Staff is recommending to purchase this truck from Schwieters of Willmar. This truck is a 2023 Chevrolet Silverado 2500 crew cab. The purchase price would be \$57,190.00 plus tax and license. Please note we have \$75,000.00 budgeted for this purchase. The pricing comes from a unit they are expecting delivery on. With the market as it is, this unit might not be available when this is approved by Council. Ford cannot guarantee us a truck until 2024. Schwieters said they could get us another one if the unit we have here becomes unavailable. Please be aware that the purchase price would vary with another unit up to possibly \$3,000. We will also be purchasing a traffic arrow board at a later date to fit the new unit.

After further communication with Schwieters, they informed staff they could not secure a pickup for us in an appropriate timeframe. A third quote was obtained by staff from Marthaler Chevrolet of Glenwood for a 2024 Chevrolet Silverado 2500 crew cab pickup in the amount of \$57,425 with delivery in May. The request moving forward is to accept the quote from Marthaler and obtain authorization from City Council to enter into an agreement for the purchase.

Marthaler Purchase Price	\$57,425
<u>Schwieters Purchase Price</u>	<u>\$57,190</u>
Increased Cost	\$235

Please let me know if you have questions.



MARTHALER CHEVROLET OF GLENWOOD

ATTENTION ALL USERS: When using Order Workbench (OWB), please DO NOT disable pop-up windows functionality. OWB uses pop-up windows to display business critical alerts, confirmations and warning messages while in transactions. For assistance, contact the OWB Help Desk at 1-888-337-1010.

jvm008 Logout

ORDER Workbench > Home > Manage Inventory > View My Inventory In System > Order Detail

PLAN & FORECAST ORDER VEHICLES MANAGE INVENTORY LOCATE VEHICLES DELIVER VEHICLES REPORTS & TOOLS

Order Detail - Order # CMJM3G

BAC: 164042 BFC: 1 Name: MARTHALER CHEVROLET OF GLENWOOD

---For Dealer Use Only---

View Dealer Version

BAC Information

Charge-to BAC 164042 Charge-to BFC 1
 Ship-to BAC 164042 Ship-to BFC 1
 Contact Name Phone #
 DAN NONE Stock No. NONE

UPDATE

Production
 Week
 3/27/23

Model/Order Information

Model Year: 2024
 Distrib. Entity: RET
 Allocation Group: CHDCRW

Division: CHEVROLET
 Order Type: TRE - Retail Stock
 Model: CK20743 - 2500HD
 Silverado: 4WD
 Standard Box Crew
 Cab

MSRP: \$55,530.00
 Invoice: \$52,382.70
 GMS: \$50,587.39
 Supplier: \$52,682.70

MSRP w/DFC †: \$57,425.00
 Invoice w/DFC †: \$54,277.70
 GMS w/DFC †: \$52,482.39
 Supplier w/DFC †: \$54,577.70
 TPW: 03/27/2023

maybe ETA
 mid May

Event Description: 3300 - Scheduled for Production

Estimated Delivery Date:

Vehicle Specifications

PEG: 1CX - Custom Preferred
 Equipment Group
 Primary Color: GBA - Black
 Emissions:
 Transmission: MKM - 10-Speed Automatic
 Ordered Options:
 A2X: Power Seat Adjuster
 (Driver's Side)
 AKO: Glass, Deep Tinted
 AQO: Keyless Remote Entry
 A23 Seats: Front 40/20/40
 Split-Bench, Full Feature
 B30: Floor Covering: Carpet,
 Color Keyed
 BTV: Remote Engine Starting
 Pkg
 C49: Defogger, Rear Window,
 Electric
 CGN: Chevytec Spray-on
 Liner
 CMT: Gooseneck / 5th Wheel
 Package
 DWI: Mirrors, O/S Pwr
 Fold, Man. Ext., Heat, Turn
 Indicator
 E63: Durabed
 FE9: Federal Emissions
 G80: Auto Locking Differential,
 Rear
 GT4: Rear Axle: 3.73 Ratio
 IOR: Chevrolet Infotainment
 7" Color Screen

Trim: HOU -
 1WT/1LT/1SP/2LT/1FL/1LS -
 Cloth, Jet Black, Interior
 Trim
 Engine: L8T - Engine: 6.6L V-8
 SIDI

NQF: Transfer Case: w/ Rotary Dial Control, Electronic
 Shift
 PCX: 1CX/2CX Convenience 1 Package
 PRF: Remote Access Plan
 Q86: Wheels: 20" Aluminum
 QF9: Tires: LT275/65 R20 All Terrain, Blackwall
 QK1: Standard Tailgate
 QT5: Tailgate Function--EZ Lift, Power Lock & Release
 SAF: Spare Tire Lock
 TQ5: Headlamps, IntelliBeam
 U01: Roof Marker Lamps
 U2K: SiriusXM Satellite Radio (subscription)
 UBL: 2-USBs, Second Row Charge/Data Ports
 UE1: OnStar Communication System
 UE4: Following Distance Indicator
 UEU: Sensor, Forward Collision Alert
 UF2: Lighting, Cargo Box, LED
 UHY: Automatic Emergency Braking
 UKJ: Sensor, Front Pedestrian Braking
 UTJ: Theft Protection System, Unauthorized Entry
 UVO: Cargo Bed View Camera
 V76: Recovery Hooks
 VK3: Front License Plate Mounting Provisions
 Z6A: Gooseneck / 5th Wheel Prep Package

57,425
 minus any
 bid assistance
 at time of
 delivery.

JGH: GVW Rating 10,850 Lbs

JL1: Integrated Trailer Brake Controller

K05: Engine Block Heater

K34: Cruise Control

K47: Heavy Duty Air Filter

K4Z: Battery, Auxiliary, 700 CCA

KC4: Cooler, Engine Oil

KHF: Alternator, Dual, 170 Amp & 220 Amp

KI4: 120 Volt Electrical Receptacle, In Cab

KNP: Transmission Cooling System

N37: Steering Column, Manual Tilt & Telescoping

Z82: Trailering Package

ZYG: Tire, Spare: LT275/70 R18 All Terrain, Blackwall

[View Event History](#)

[View Change History](#)

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[Copy to My Preliminary Order List](#)

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City Council Action Request

Council Meeting Date:	April 3, 2023	Agenda Item Number:	5.N.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	No	Prepared By:	Leslie Valiant, City Administrator
Ordinance:	No	Presented By:	Doug Reese, Mayor
Item:	Police Commission Appointment-Lilbon Clark		

RECOMMENDED ACTION:

That the Council approve the application to the Police Commission.

OVERVIEW:

Mayor Reese has approved Lilbon Clark application to the Police Commission for consideration.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Clark Lilbon

APPLICATION FOR APPOINTMENT TO CITY BOARD/COMMITTEE/COMMISSION ('22)

Print

Submitted by: Lilbon Clark

Submitted On: 2023-03-02 13:12:04

Submission IP: (47.12.151.62)

proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: David Hillenbrand

Due Date: Open



★ **CITY OF WILLMAR**

APPLICATION FOR APPOINTMENT TO CITY BOARD/COMMITTEE COMMISSION

333 Southwest 6th Street, Willmar, MN 56201 | 320-235-8311 | Fax: 320-235-4917

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. You may select more than one.

*** Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. You may select more than one.**

- ☐ Airport Commission (meets monthly)
- ☐ Cable Advisory Board (meets as needed)
- ☐ Charter Commission (meets as needed)
- ☐ Park and Recreation Board
- ☐ City/County Economic Development Operations Board (meets monthly)
- ☐ Human Rights Commission (meets as needed)
- ☐ Municipal Utilities Commission (meets bi-monthly)
- ☐ Pioneerland Library System Board (meets monthly)
- ☐ Planning Commission (meets bi-monthly)
- ☒ Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)
- ☐ Willmar Convention and Visitors Bureau
- ☐ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

APPLICANT INFORMATION

Date	* First Name	* Last Name
03/02/2023	Lilbon	Clark

Format: MM/DD/YYYY

* Address	* City
913 S.E. Augusta Avenue	Willmar, MN 56201

* Phone	* Email
(320)231-1335	lf.clark@yahoo.com

Phone

Email

*** What prompted you to make application for a citizen committee?**

Contacted by Chief Felt. Informed that there would be an opening on the Police Commission, and asked if I would be Interested in applying for the position.

*** Briefly tell us why you want to serve on this Board/Committee/Commission:**

I desire to continue to serve Willmar and Kandiyohi County.

*** List any special background or experience you have which would be helpful to this Board/Committee/Commission:**

* I have served Kandiyohi County for 20 years as a Probation Officer. (Retired) I received FBI clearance and ran Criminal Histories for the Probation Department. * I have served the City of Willmar for 36 years as an EMT on the Ambulance Squad. (Retired) * I have served Willmar and Kandiyohi County as a 9-1-1 Dispatcher. * I have served Kandiyohi County for 3-4 years on the Rescue Squad. (retired) I have worked with Law Enforcement in all positions listed above.

*** List your educational background**

Earned a Bachelor of Science Degree in Biology @ Northwest Missouri State University (1978).

*** List any social, fraternal, patriotic, governmental, or service organizations, which you have or currently are serving on:**

* I have served as a Board Member for the Fortress Recovery House in Willmar. (recently retired) * Member of the Willmar American Legion. * Member of the Fraternal Order of Elks.

*** If you are employed, please provide the name and address of your employer and your position:**

I am currently employed (part-time) as a Courier for CentraCare in Willmar, MN. CentraCare Hospital 301 Becker Avenue Willmar, MN 56201



City Council Action Request

Council Meeting Date:	April 3, 2023	Agenda Item Number:	5.O.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	No	Prepared By:	
Ordinance:	No	Presented By:	
Item:	Airport Commission Appointment-David Frey		

RECOMMENDED ACTION:

That the Council approves the application to the Airport Commission

OVERVIEW:

Mayor Resse approved David M. Frey to be appointed to the Willmar Airport Commission.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Frey David_Airport Commission

**Application for Appointment to
City Board/Committee/Commission**

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. *(If more than one, please number in order of choice.)*

- _____ Airport Commission (meets monthly)
- _____ Cable Advisory Board (meets as needed)
- _____ Charter Commission (meets as needed)
- _____ Park and Recreation Board
- _____ City/County Economic Development Operations Board (meets monthly)
- _____ City of Willmar HRA
- _____ Human Rights Commission (meets as needed)
- _____ Municipal Utilities Commission (meets bi-monthly)
- _____ Pioneerland Library System Board (meets monthly)
- 1 _____ Planning Commission (meets bi-monthly)
- _____ Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)
- _____ Rice Memorial Hospital (meets bi-monthly)
- _____ Willmar Convention and Visitors Bureau
- _____ Zoning Appeals Board (meets monthly)
- 2 _____ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: David M. Frey Date of Application: 03/10/2023

Address: 2011 6th Street SW, Willmat, MN 56201 Phone No. 320-444-0184

(Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Email: davemfrey@aol.com

What prompted you to make application for a citizen committee? Personal conversations with Doug
and other city board members.

Briefly tell us why you want to serve on this Board/Committee/Commission:

I am retired and have an interest in being more active in community activities.

List any special background or experience you have which would be helpful to this Board/Committee/Commission:

My past as a manufacturing engineer has given me the opportunity to serve on advance planning teams
for the purpose of setting up and making changes to large manufacturing operations in many companies.

List your educational background: I have a EET degree from PURDUE UNIVERSITY with a background
in machine design, production engineering, welding, assembly operations, safety and troubleshooting.

List any social, fraternal, patriotic, governmental, or service organizations, which you have or currently are serving on:

I am a Master Mason, started and mentored several FIRST ROBOTICS teams, church trustee,
Board member and treasurer for several different barbershop chorus organizations.

If you are employed, please provide the name and address of your employer and your position:

I was a troubleshooter and production engineering contractor for many years but have now retired.

Please return completed application to:

Mayor's Office
333 SW 6th Street
Willmar, MN 56201

Or fax completed forms to:

(320) 235-4917



City Council Action Request

Council Meeting Date:	April 3, 2023	Agenda Item Number:	9.A.
Agenda Section:	Regular Business	Originating Department:	Public Works
Resolution:	Yes	Prepared By:	Kelsi Delbosque, Administrative Assistant
Ordinance:	No	Presented By:	Gary Manzer, Public Works Director
Item:	Accept and authorize final payment for Project No. 2203-A		

RECOMMENDED ACTION:

Adopt the resolution accepting Project No. 2203-A and authorizing final payment to OMG Midwest, Inc. dba Minnesota Paving & Materials in the amount of \$102,091.06.

OVERVIEW:

Project No. 2203-A, the overlay of 19th Avenue SE and Lakeland Drive SE, was awarded to OMG Midwest, Inc. dba Minnesota Paving & Materials at the May 16th, 2022 Council Meeting. This included replacement of the upper pavement layer and spot replacement of concrete curb and gutter, as well as sidewalk. Final quantities have been reviewed by Engineering staff and the recommendation is to accept the project and issue final payment to the contractor.

BUDGETARY/FISCAL ISSUES:

Previous Payments	\$1,144,010.14
<u>Final Payment</u>	<u>\$102,091.06</u>
Total	\$1,246,101.20

ALTERNATIVES TO CONSIDER:**ATTACHMENTS:**

1. Resolution - ACCEPT PROJECT & AUTHORIZE FINAL PAYMENT 2203-A
2. Final Pay Application

Resolution No.

A RESOLUTION ACCEPTING PROJECT NO. 2203-A AND AUTHORIZING FINAL PAYMENT.

Motion By:_____ Second By:_____

IMPROVEMENT: Project No. 2203-A- 19th Avenue & Lakeland Drive Overlay

CONTRACTOR:	OMG Midwest, Inc. dba Minnesota Paving & Materials
DATE OF CONTRACT:	May 16, 2022
BEGIN WORK:	June 27, 2022
COMPLETE WORK:	September 12, 2022
APPROVE, ENGINEERING DEPT:	March 1, 2023

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that:

1. The said City of Willmar Project No. 2203-A be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$1,325,894.92
FINAL NET CONTRACT AMOUNT, PROPOSED:	\$1,325,894.92
CHANGE ORDER NO. 1	(\$ 79,793.72)
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$1,246,101.20
Less Previous Payments	\$1,144,010.14
FINAL PAYMENT DUE CONTRACTOR:	\$ 102,091.06

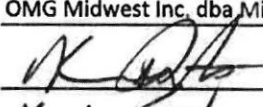

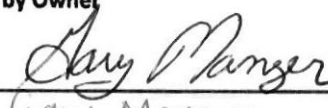
Dated this 3rd day of April 2023

Mayor

Attest:

City Clerk

Contractor's Application for Payment

Owner: <u>City of Willmar</u> Engineer: <u>Bolton & Menk, Inc.</u> Contractor: <u>OMG Midwest Inc. dba Minnesota Paving</u> Project: <u>19th Avenue SE / Lakeland Drive SE Mill and Overlay</u> Contract: <u>19th Avenue SE / Lakeland Drive SE Mill and Overlay</u>	Owner's Project No.: <u>2203-A</u> Engineer's Project No.: <u>OW1.126076</u> Agency's Project No.: <u>SAP No. 175-155-006</u>																																	
Application No.: <u>3 - FINAL</u> Application Date: <u>9/16/2022</u> Application Period: From <u>8/20/2022</u> to <u>9/12/2022</u>																																		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">1. Original Contract Price</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;">1,325,894.92</td> </tr> <tr> <td>2. Net change by Change Orders</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">(79,793.72)</td> </tr> <tr> <td>3. Current Contract Price (Line 1 + Line 2)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">1,246,101.20</td> </tr> <tr> <td>4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">1,246,101.20</td> </tr> <tr> <td>5. Retainage</td> <td></td> <td></td> </tr> <tr> <td> a. _____ X \$ 1,246,101.20 Work Completed</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td> b. _____ X \$ - Stored Materials</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td> c. Total Retainage (Line 5.a + Line 5.b)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td>6. Amount eligible to date (Line 4 - Line 5.c)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">1,246,101.20</td> </tr> <tr> <td>7. Less previous payments</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">1,144,010.14</td> </tr> <tr> <td>8. Amount due this application</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">102,091.06</td> </tr> </table>		1. Original Contract Price	\$	1,325,894.92	2. Net change by Change Orders	\$	(79,793.72)	3. Current Contract Price (Line 1 + Line 2)	\$	1,246,101.20	4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	1,246,101.20	5. Retainage			a. _____ X \$ 1,246,101.20 Work Completed	\$	-	b. _____ X \$ - Stored Materials	\$	-	c. Total Retainage (Line 5.a + Line 5.b)	\$	-	6. Amount eligible to date (Line 4 - Line 5.c)	\$	1,246,101.20	7. Less previous payments	\$	1,144,010.14	8. Amount due this application	\$	102,091.06
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Contractor's Certification The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective; and (4) The provisions of M. S. 290.92 have been complied with and that all claims against me by reason of the Contract have been																																		
Contractor: <u>OMG Midwest Inc. dba Minnesota Paving & Materials</u>																																		
Signature: <u></u> Name: <u>Kevin E. Lohr</u>	Date: <u>9/18/22</u> Title: <u>Area Manager</u>																																	
Approved by Owner																																		
Signature: <u></u> Name: <u>Josh Halvorson, P.E.</u> Title: <u>Project Manager</u> Date: <u>03/21/2023</u>	Signature: <u></u> Name: <u>Gary Manzer</u> Title: <u>Public Works Director</u> Date: <u>3-21-2023</u>																																	
Approved by Funding Agency																																		
By: _____ Name: _____ Title: _____ Date: _____	By: _____ Name: _____ Title: _____ Date: _____																																	

488.48455 0336

Progress Estimate - Unit Price Work

Owner:	City of Willmar	Contractor's Application for Payment
Engineer:	Bolton & Menk, Inc.	Owner's Project No.: 2203-A
Contractor:	OMG Midwest Inc. dba Minnesota Paving & Materials	Engineer's Project No.: 0W1.126076
Project:	19th Avenue SE / Lakeland Drive SE Mill and Overlay	Agency's Project No.: SAP No. 175-155-006
Contract:	19th Avenue SE / Lakeland Drive SE Mill and Overlay	

Application No.: 3 - FINAL		Application Period: From 08/20/22 to 09/12/22		Application Date: 09/16/22								
A	B	C	D	E	F	F1	F2	G	H	I	J	K
Bid Item No.	Description	Item Quantity	Contract Information		Value of Bid Item (C X E) (\$)	Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)
			Units	Unit Price (\$)		Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)			
Original Contract												
1	MOBILIZATION	1.00	LUMP SUM	75,000.00	75,000.00	0.50	37,500.00	1.00	75,000.00		75,000.00	100%
2	SALVAGE SIGN	85.00	EACH	61.00	5,185.00	-	-	85.00	5,185.00		5,185.00	100%
3	SALVAGE CHAINLINK FENCE	15.00	LIN FT	102.00	1,530.00	20.00	2,040.00	20.00	2,040.00		2,040.00	133%
4	REMOVE CONCRETE CURB & GUTTER	981.00	LIN FT	18.50	18,148.50	949.00	17,556.50	957.00	17,704.50		17,704.50	98%
5	REMOVE CONCRETE WALK	321.00	SQ YD	18.41	5,909.61	347.17	6,391.40	347.17	6,391.40		6,391.40	108%
6	BITUMINOUS PATCH SPECIAL, TRAIL	41.00	SQ YD	39.69	1,627.29	-	-	38.00	1,508.22		1,508.22	93%
7	BITUMINOUS PATCH SPECIAL, STREET	1,199.00	SQ YD	31.30	37,528.70	392.33	12,279.93	440.33	13,782.33		13,782.33	37%
8	MILL BITUMINOUS SURFACE (3.0")	39,557.00	SQ YD	2.13	84,256.41	40,183.00	85,589.79	40,183.00	85,589.79		85,589.79	102%
9	TYPE SP 9.5 BIT MIX, LEVELING COURSE	62.00	TON	135.00	8,370.00	-	-	-	-		-	-
10	TYPE SP 9.5 WEARING COURSE (3:C)	7,378.00	TON	99.00	730,422.00	3,280.17	324,736.83	6,905.38	683,632.62		-	-
11	12" RC PIPE APRON	1.00	EACH	1,738.00	1,738.00	1.00	1,738.00	1.00	1,738.00		1,738.00	100%
12	12" RG PIPE SEWER CL V	139.00	LIN FT	71.60	9,952.40	139.00	9,952.40	139.00	9,952.40		9,952.40	100%
13	CONNECT TO EXISTING MANHOLE	1.00	EACH	1,534.00	1,534.00	1.00	1,534.00	1.00	1,534.00		1,534.00	100%
14	GRATE CASTING SPECIAL	1.00	EACH	3,068.00	3,068.00	1.00	3,068.00	1.00	3,068.00		3,068.00	100%
15	REPAIR PIPE JOINT	1.00	EACH	2,050.00	2,050.00	1.00	2,050.00	1.00	2,050.00		2,050.00	100%
16	ADJUST MANHOLE CASTING	12.00	EACH	770.00	9,240.00	12.00	9,240.00	12.00	9,240.00		9,240.00	100%
17	CASTING ASSEMBLY (SANITARY)	14.00	EACH	770.00	10,780.00	14.00	10,780.00	14.00	10,780.00		10,780.00	100%
18	ADJUST MANHOLE CASTING, PAVING RING	13.00	EACH	307.00	3,991.00	-	-	13.00	3,991.00		3,991.00	100%
19	ADJUST CATCH BASIN CASTING	20.00	EACH	767.00	15,340.00	19.00	14,573.00	20.00	15,340.00		15,340.00	100%
20	INTERIOR LINING OF CATCH BASIN RINGS	20.00	EACH	767.00	15,340.00	19.00	14,573.00	21.00	16,107.00		16,107.00	105%
21	ADJUST VALVE BOX	17.00	EACH	255.00	4,335.00	1.00	255.00	18.00	4,590.00		4,590.00	106%
22	REPAIR VALVE BOX	3.00	EACH	716.00	2,148.00	4.00	2,864.00	4.00	2,864.00		2,864.00	133%
23	RANDOM RIPRAP CLASS II	3.00	CU YD	153.00	459.00	3.00	459.00	3.00	459.00		459.00	100%
24	4" CONCRETE WALK	1,533.00	SQ FT	15.34	23,516.22	322.75	4,950.99	1,537.75	23,589.09		23,589.09	100%
25	6" CONCRETE WALK	1,198.00	SQ FT	16.37	19,611.26	410.00	6,711.70	1,448.00	23,703.76		23,703.76	121%
26	CONCRETE CURB & GUTTER DESIGN B624	981.00	LIN FT	53.19	52,179.39	691.00	36,754.29	903.00	48,030.57		48,030.57	92%
27	TRUNCATED DOMES	207.00	SQ FT	86.94	17,996.58	27.00	2,347.38	210.00	18,257.40		18,257.40	101%
28	INSTALL CHAINLINK FENCE	15.00	LIN FT	153.43	2,301.45	20.00	3,068.60	20.00	3,068.60		3,068.60	133%
29	TRAFFIC CONTROL	1.00	LUMP SUM	11,250.00	11,250.00	0.25	2,812.50	1.00	11,250.00		11,250.00	100%
30	INSTALL SIGN TYPE SPECIAL (STREET NAME)	6.00	EACH	666.00	3,996.00	-	-	6.00	3,996.00		3,996.00	100%
31	SIGN PANELS TYPE D	198.00	SQ FT	90.00	17,820.00	-	-	141.00	12,690.00		12,690.00	71%
32	SIGN PANELS TYPE C	314.00	SQ FT	80.00	25,120.00	-	-	371.30	29,704.00		29,704.00	118%
33	PAINT SIGNAL SYSTEM	8.00	EACH	1,640.00	13,120.00	-	-	4.00	6,560.00		6,560.00	50%
34	RIGID PVC LOOP DETECTOR	8.00	EACH	4,100.00	32,800.00	-	-	8.00	32,800.00		32,800.00	100%
35	STORM DRAIN INLET PROTECTION	47.00	EACH	92.00	4,324.00	53.00	4,876.00	53.00	4,876.00		4,876.00	113%
36	COMMON TOPSOIL BORROW (LV)	133.00	CU YD	74.00	9,842.00	50.00	3,700.00	99.00	7,326.00		7,326.00	74%
37	TURF ESTABLISHMENT	837.00	SQ YD	3.00	2,511.00	-	-	2,750.00	8,250.00		8,250.00	329%
38	4" BROKEN LINE MULTI COMP GR IN (WR)	2,827.00	LIN FT	0.76	2,148.52	-	-	2,867.00	2,178.92		2,178.92	101%
39	4" SOLID LINE MULTI COMP GR IN (WR)	13,166.00	LIN FT	0.76	10,006.16	-	-	13,556.00	10,302.56		10,302.56	103%
40	4" DBLE SOLID LINE MULTI COMP GR IN (WR)	665.00	LIN FT	1.51	1,004.15	-	-	752.00	1,135.52		1,135.52	113%
41	24" SOLID LINE MULTI COMP GR IN (WR), WHITE	302.00	LIN FT	10.64	3,213.28	-	-	114.00	1,212.96		1,212.96	38%
42	PAVEMENT MESSAGE MULTI COMP GR IN (WR)	1,496.00	SQ FT	9.00	13,464.00	-	-	1,493.84	13,444.56		13,444.56	100%
43	CROSSWALK MARKING-MULTI COMP GR IN (WR)	1,302.00	SQ FT	9.00	11,718.00	-	-	1,242.00	11,178.00		11,178.00	95%
Original Contract Totals					\$ 1,325,894.92		\$ 622,402.31		\$ 1,246,101.20	\$ -	\$ 1,246,101.20	94%

Contractor's Application for Payment

Owner's Project No.:	2203-A
Engineer's Project No.:	0W1.126076
Agency's Project No.:	SAP No. 175-155-006

Application Date: 09/16/22

Original Contract and Change Orders								
Project Totals	\$ 1,246,101.20				\$ 1,246,101.20	\$ -	\$ 1,246,101.20	100%

CHANGE ORDER FORM

NO.: 1

Owner: City of Willmar
 Engineer: Bolton & Menk, Inc.
 Contractor: OMG Midwest Inc. dba Minnesota Paving & Materials
 Project: 19th Avenue SE / Lakeland Drive SE Mill and Overlay
 Contract Name: 19th Avenue SE / Lakeland Drive SE Mill and Overlay
 Date Issued: 09/16/2022
 Owner's Project No.: 2203-A
 Engineer's Project No.: OW1.126076
 Contractor's Project No.:
 Effective Date of Change Order: 09/16/2022

The Contract is modified as follows upon execution of this Change Order:

1. Reconciles final completed quantities to final Contract Price. Lump Sum -\$79,793.72

Attachments: None

Change in Contract Price		Change in Contract Times	
Original Contract Price:		Original Contract Times:	
\$ 1,325,894.92		Substantial Completion:	10/14/2022
		Ready for final payment:	10/21/2022
Increase from previously approved Change Orders No. 0:		Increase from previously approved Change Orders No.0:	
\$ 0		Substantial Completion:	0 Days
		Ready for final payment:	0 Days
Contract Price prior to this Change Order:		Contract Times prior to this Change Order:	
\$ 1,325,894.92		Substantial Completion:	10/14/2022
		Ready for final payment:	10/21/2022
Decrease this Change Order:		Increase this Change Order:	
\$ 79,793.72		Substantial Completion:	0 Days
		Ready for final payment:	0 Days
Contract Price incorporating this Change Order:		Contract Times with all approved Change Orders:	
\$ 1,246,101.20		Substantial Completion:	10/14/2022
		Ready for final payment:	10/21/2022

B

T

Date: 03/21/2023

Authorized by Owner

By:

Title:

Date:

Accepted by Contractor

Area Manager
9/19/22

Approved by Funding Agency (if applicable)

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City of Willmar - OW1.126076 / 2203-A

March 2022

CHANGE ORDER FORM

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City Council Action Request

Council Meeting Date:	April 3, 2023	Agenda Item Number:	9.B.
Agenda Section:	Regular Business	Originating Department:	Public Works
Resolution:	Yes	Prepared By:	Kelsi Delbosque, Administrative Assistant
Ordinance:	No	Presented By:	Gary Manzer, Public Works Director
Item:	DNR Public Water Access Cooperative Agreement		

RECOMMENDED ACTION:

Adopt the resolution approving the Public Water Access Cooperative Agreement with the Department of Natural Resources and authorize signatures on the agreement.

OVERVIEW:

The DNR has presented a renewal of the Public Water Access Cooperative Agreement with the City effective the date of the signatures to December 31, 2043. This agreement is for public water access on City-owned land at Willmar Lake and Foot Lake access located at Robbins Island, and Foot Lake access at the fairgrounds. It defines the City's role as lead agency in operations and maintenance of those public water access sites and the DNR's role in providing boat ramp planks, docks, and technical assistance to the sites. The City will also be required to provide regular maintenance of the sites, provide appropriate signage, remove the docks no earlier than October 20th and return them by May 1st of each year. The DNR will provide technical assistance to any City maintenance, provide concrete boat ramp planks, and the docks.

BUDGETARY/FISCAL ISSUES:

The DNR will provide funding for their portion of the agreement.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Resolution - Approving DNR Public Water Access Cooperative Agreement
2. City of Willmar Cooperative Agreement Draft 03.09.2023

RESOLUTION NO. ____

**AUTHORIZATION TO APPROVE THE COOPERATIVE AGREEMENT WITH THE STATE OF MINNESOTA
DEPARTMENT OF NATURAL RESOURCES FOR PUBLIC WATER ACCESS.**

Motion By:_____

Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the City Administrator be authorized to sign a Cooperative Agreement between the City of Willmar and the State of Minnesota Department of Natural Resources for public water access at Willmar Lake and Foot Lake.

Dated this 3rd day of April, 2023

MAYOR

Attest:

CITY CLERK



PUBLIC WATER ACCESS COOPERATIVE AGREEMENT
BETWEEN
THE STATE OF MINNESOTA AND CITY OF WILLMAR

This agreement, between the State of Minnesota, acting by and through the Commissioner of the Department of Natural Resources, hereinafter referred to as the “State”, and the City of Willmar hereinafter referred to as the “City.”

WITNESSETH:

WHEREAS, the Commissioner of Natural Resources has the authority, duty, and responsibility under Minnesota Statutes Section 97A.141 to provide public water access on lakes and rivers, where access is inadequate; and

WHEREAS, the State and the City are authorized under Minnesota Statutes Section 471.59, to enter into agreements to jointly or cooperatively exercise common power; and

WHEREAS, the State and the City have determined that operations and maintenance of multiple public water access in the City is of high priority under the state public water access program; and

WHEREAS, the City owns land described as Willmar Lake Access at Sec. 11, T119N, R35W in Kandiyohi County; Foot Lake Access at Sec. 11, T119N, R35W in Kandiyohi County; Fair Grounds Access (Foot Lake) at Sec. 10, T119N, R35W in Kandiyohi County, of which a map is attached and incorporated into this agreement as Exhibit A; and

WHEREAS, the City is willing to accept the role of lead agency in operations and maintenance the public water access sites; and

WHEREAS, the State will assist the city by providing boat ramp planks, docks and technical assistance at the public water access sites as funding allows; and

WHEREAS, a resolution of the City Council authorizing the City to enter into this agreement is attached and incorporated into this agreement as Exhibit B; and

NOW, THEREFORE, in consideration of the mutual benefit to be derived by the public bodies hereto and for the benefit of the public, the parties agree as follows:

I. STATE’S DUTIES AND RESPONSIBILITIES

- a. The State will provide technical assistance to the City for the operations and maintenance of the public water access sites.
- b. The State will provide concrete boat ramp planks, docks, and signs as agreed upon by both parties as funding allows. The State may provide these items from current inventory or through the standard internal purchasing process including, but not limited to, a separate requisition in which funds will be encumbered.
- c. The State shall retain ownership of the docks and retains the authority to relocate and/or remove the docks if a site is determined to be inadequate or if the City fails to comply with the terms of the Agreement. Before such removal or relocation, the State shall consult with the City.
- d. The State reserves the right to inspect the properties to ensure that the City complies with the terms of this Agreement.

CITY'S DUTIES AND RESPONSIBILITIES

- a. The City shall comply with all local, state, and federal laws, regulations, rules and ordinances which may apply. The City shall obtain any permit or license which may be required for the public water access sites.
- b. The City agrees to comply with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) and all applicable regulations and guidelines. Free and adequate parking in the vicinity will be provided for the public water access including at least one (1) designated van accessible space for persons with disabilities for every 25 spaces.
- c. The public water access sites shall be free and remain open every day during open water season in conjunction with the City's established operational months and hours for a facility of this type. The City may close the public water access for emergencies, or for other reasons, without prior written consent of the State. The City shall notify the State of the closing of the public water access for emergency, or for other reasons, if the facility will remain closed longer than one week.
- d. The City shall provide police protection and patrols for the public water access in accordance with the City's established police department policies for a facility of this type.
- e. The City shall install appropriate signage on the public water access sites. The City may request that boating related informational signs for the sites are supplied by the State.
- f. The City shall maintain the public water access sites and keep them in good and sanitary order in accordance with the City's established practices for maintenance of City Park facilities.
- g. The City shall take necessary action no earlier than October 20th of each year to protect the docks from damage caused by ice action. The City shall return the docks their original location, by May 1st of each year, or as conditions are favorable.
- h. The City must follow Minnesota DNR's Operational Order 113, which requires preventing or limiting the introduction, establishment and spread of invasive species during activities on public waters and DNR-administered lands. Operational Order 113 is incorporated into this agreement by reference and can be found at http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder_113.pdf. Duties listed are in Op Order 113 under Sections II and III (p. 5-8).
 - i. The City shall prevent invasive species from entering into or spreading within a project site by cleaning equipment and clothing prior to arriving at the project site.
 - ii. If equipment or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned with tools or equipment furnished by the City (such as brush/broom, compressed air or pressure washer) at the staging area.
 - iii. The City shall dispose of material and debris cleaned from equipment and clothing at an appropriate location. If the material cannot be disposed of onsite, then the material must be secured prior to transport (such as a sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.
 - iv. The City shall ensure that all equipment and clothing used for work in public waters has been adequately decontaminated for aquatic invasive species. All equipment and clothing including but not limited to waders, vehicles and boats that are exposed to any public water of the state must be thoroughly cleaned and drained of all water before transport to another location.

III. FUNDING

The State shall provide funding for its responsibilities under Article I and Article II (a), (b) and (d) through the standard internal purchasing process including, but not limited to a separate requisition in which funds will be encumbered. The total obligation of the State for its responsibilities under Article I shall be limited to the amount of funds legislatively appropriated and administratively allocated to this project. No additional funding will be provided, unless agreed upon by all parties and an amendment to this Agreement is completed and executed.

IV. TERM

- a. *Effective Date:* **April 1, 2023**, or the State obtains all required signatures under Minnesota Statutes Section 16C.05, Subdivision 2, whichever is later. The City shall not begin work under this Agreement until it is fully executed, and the City has been notified by the State's authorized representative to begin the work.
- b. *Expiration Date:* **December 31, 2043**, for the operation and maintenance of the sites, for a period of twenty (20) years except as otherwise provided herein or agreed to in writing by both parties. The agreement can be extended with a written amendment as agreed upon and signed by both parties per article XI.

V. LIABILITY

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The State's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes Section 3.736, and other applicable law. The City's liability shall be governed by Minnesota Statutes Sections 466.01 - 466.15, and other applicable law.

VI. AUDIT

Under Minnesota Statutes Section 16C.05, sub. 5, the books, records, documents and accounting procedures and practices of the City relevant to the agreement shall be subject to examination by the Commissioner of Natural Resources, the Legislative Auditor, and the State Auditor for a minimum of six (6) years from the end of this agreement.

VII. ANTITRUST

The City hereby assigns to the State all claims for overcharges as to goods and/or services provided in connection with this Agreement resulting from antitrust violations that arose under the antitrust laws of the United States and the antitrust laws of the State of Minnesota

VIII. FORCE MAJEURE

Neither party shall be responsible to the other or considered in default of its obligations within this Agreement to the extent that performance of any such obligations is prevented or delayed by acts of God, war, riot, disruption of government, or other catastrophes beyond the reasonable control of the party unless the act or occurrence could have been reasonably foreseen and reasonable action could have been taken to prevent the delay or failure to perform. A party relying on this provision to excuse performance must provide the other party prompt written notice of inability to perform and take all necessary steps to bring about performance as soon as practicable.

IX. CANCELLATION

This Agreement may be cancelled by the State at any time with cause or as necessary as provided in Article II, upon thirty (30) days written notice to the City.

This Agreement may also be cancelled by the State if it does not obtain funding from the Minnesota

Legislature, or other funding sources, or if funding cannot be continued at a level sufficient to allow for the payment of services covered under this agreement. The State will notify the City by written or fax notice. The State will not be obligated to pay for services provided after the notice is given and the effective date of cancellation. However, the City shall be entitled to payment, determined on a pro-rated basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the agreement is cancelled because of a decision of the Minnesota Legislature, or other funding source, not to appropriate the necessary funds. The State shall provide the City notice of lack of funding within a reasonable time of the State's receiving that notice.

X. GOVERNMENT DATA PRACTICES

The City and the State must comply with the Minnesota Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the City under this agreement. The civil remedies of Minn. Stat. 13.08 apply to the release of the data referred to in this clause by either the City or the State.

XI. PUBLICITY AND ELECTRONIC ACCESSIBILITY

Any publicity regarding the subject matter of this agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the City individually or jointly with others, or any subcontractors, with respect to the program and services provided from this agreement.

All publicity shall be provided in an accessible format per Minnesota Statute 16E.03, sub. 9. State of Minnesota guidelines for creating accessible electronic documents can be found at the following URL: <https://mn.gov/mnit/programs/accessibility/>.

XII. COMPLETE AGREEMENT

This agreement contains all negotiations and agreements between the State and the City. No other understanding regarding this agreement, whether written or oral, may be used to bind either party. Any amendment to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.

XIII. AUTHORIZED REPRESENTATIVES

Any notice, demand, or communication under this Agreement by either party to the other shall be deemed to be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, or by email to:

The State's Authorized Representative is Colin Wright, Area Supervisor, 164 County Road 8 NE (PO Box 457), Spicer, MN 56288, 320-409-2051, colin.wright@state.mn.us, or his successor.

The City's Authorized Representative is Gary Manzer, Public Works Director, 333 SW 6th street, Willmar, MN 56201 (phone number 320-235-4252 and email gmanzer@willmarmn.gov), or his/her/their successor.

IN WITNESS WHEREOF, the parties have caused the Agreement to be duly executed intending to be bound thereby.

DEPARTMENT OF NATURAL RESOURCES

CITY OF WILLMAR

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

DEPARTMENT OF ADMINISTRATION
Delegated to Materials Management Division

CITY OF WILLMAR

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

(Effective Date)

STATE ENCUMBERANCE VERIFICATION

Individual certifies that funds have been encumbered as req. by Minn. Stat. 16A.15 and 16C.05.

Signed: _____

Date: _____

Contract: _____

Exhibit A





City Council Action Request

Council Meeting Date:	April 3, 2023	Agenda Item Number:	9.C.
Agenda Section:	Regular Business	Originating Department:	Planning and Development
Resolution:	No	Prepared By:	Justice Walker, Planning and Development Director
Ordinance:	Yes	Presented By:	Justice Walker, Planning and Development Director
Item:	Set the Public Hearing Date for the Tevalan Rezone		

RECOMMENDED ACTION:

Set the public hearing date for the Tevalan Rezone April 17, 2023, at 6:30 p.m.

OVERVIEW:

Mr. Tevalan has requested to rezone 702 Litchfield Ave SE from Residential to General Business District. Currently, Mr. Tevalan operates a car dealership at 706 Litchfield Ave SE (Hwy 12). Mr. Tevalan purchased the adjacent property (702) for more storage, but the storage is not allowed under the Residential Zoning. The Planning Commission conducted a public hearing on March 1, 2023 and approved the rezone. Council must conduct a public hearing to grant final approval of the rezone.

BUDGETARY/FISCAL ISSUES:

None

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Tevalon Rezone Ordinance
2. Tevalan Property

ORDINANCE NO. 1490

**THE WILLMAR ZONING
ORDINANCE**

The City of Willmar does ordain as follows:

SECTION 1. Zoning Change. The Zoning Ordinance and Zoning Map for the City of Willmar are hereby amended to rezone the following property from R2(One and Two Family Residential) to GB (General Business):

702 Litchfield Ave SE

Sect	Twp	Range	Lot	Block
14	119	35	0	3

FERRING'S ADDITION

**LOTS 1 & 2 & N'LY 1/2 OF VACATED ALLEY ADJ
S'LY LOT LINE OF LOTS 1 & 2 EXC R-O-W.**

SECTION 2. Effective Date. This Ordinance shall be effective from and after its adoption and second publication.

This Ordinance introduced by Council Member: _____

This Ordinance was introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____

95-220-0210

BNSF RAILWAY COMPANY

Litchfield Ave SE

12

Service Rd SE

Anthony St SE

Willmar

95-220-0310

TEVALAN SALES, LLC

95-220-0330

MILLER/COREY J 95-220-0340

95-220-0910

MILLER/COREY J

95-220-1080

NAZARENUS/DENNIS KIRBY

95-220-0920

GASCA & ZELAYA PROPERTIES LLC

95-220-0930

Ferring St SE

95-220-0210

BNSF RAILWAY COMPANY

Litchfield Ave SE

12

Service Rd SE

Anthony St SE

Willmar

95-220-0310

TEVALAN SALES, LLC

95-220-0330

MILLER/COREY J 95-220-0340

95-220-0910

MILLER/COREY J

Ferring St SE

95-220-1080

NAZARENUS/DENNIS KIRBY

95-220-0920

GASCA & ZELAYA PROPERTIES LLC

95-220-0930



City Council Action Request

Council Meeting Date:	April 3, 2023	Agenda Item Number:	9.D.
Agenda Section:	Regular Business	Originating Department:	Fire Department
Resolution:	Yes	Prepared By:	Frank Hanson, Fire Chief
Ordinance:	No	Presented By:	Frank Hanson, Fire Chief
Item:	Consider Approving the Purchase of a Second Set of Turnout Gear		

RECOMMENDED ACTION:

Consider a resolution to approve the purchase of a second set of firefighting turnout gear for each firefighter.

OVERVIEW:

The American Fire Service has conducted extensive research into high firefighter cancer rates and prevention of these rising cancer rates. One of the main ways we can help protect our firefighters against these rising cancer rates is to provide them with clean firefighting turnout gear. Every time a Willmar Firefighter works in a smoke-filled environment or if their gear gets dirty, they must thoroughly wash their gear. This causes those firefighters to not be able to respond to emergencies until their gear is cleaned and completely dried. The cleaning process takes about 10-12 hours. The reason I am requesting a second set of turnout gear for each firefighter is so all firefighters are in clean gear and ready to respond to emergencies at any moment. We will need to purchase 36 sets of gear. One set includes a coat, pants, gloves and a protective hood.

BUDGETARY/FISCAL ISSUES:

The City Council has set aside \$160,000 from the American Rescue Plan Act (ARPA) for this purchase. We have received quotes from 2 vendors for the coats and pants. 1. Municipal Emergency Services (MES) for \$3,534.60 per set, for a total of \$127,245.60 2. McQueen Emergency Equipment for \$3,777.25 per set for a total of \$135,981.00. The cost of gloves is approximately \$145 per pair for a total of \$5,220.00 The cost of the protective hoods is approximately \$150 each for a total of \$5,400.00. The total cost for the purchase, including all gear (Coats, Pants, Gloves and Protective Hoods) is \$137,865.60 These cost do not include shipping.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Resolution
2. Quotes

RESOLUTION NO. _____

**AUTHORIZATION TO PURCHASE A SECOND SET OF FIREIFHGTER TURNOUT GEAR FOR EACH
FIREFIGHTER.**

Motion By: _____

Second By: _____

BE IT RESOLVED, by the City Council of the City of Willmar to approve the purchase of a second set of firefighter turnout gear for each firefighter for the total purchase price of approximately \$137,865.60 not including shipping.

BE IT FURTHER RESOLVED THAT, the City Council of the City of Willmar authorize the use of American Rescue Plan Act (ARPA) funds for the purchase of this firefighting gear.

Dated this 3rd day of April 2023.

MAYOR

ATTEST:

CITY CLERK



124 East First Street
Deer Creek, IL 61733

Quote

Quote # QT1678877
Date 03/14/2023
Expires 03/29/2023
Sales Rep McCabe, Brian
Shipping Method FedEx Ground
Customer WILLMAR FIRE DEPARTMENT (MN)
Customer # C47880

Bill To

WILLMAR FIRE DEPARTMENT
515 2ND STREET SW
WILLMAR MN 56201
United States

Ship To

WILLMAR FIRE DEPARTMENT
515 2ND STREET SW
WILLMAR MN 56201
United States

Item	Alt. Item #	Units	Description	QTY	Unit Price	Amount
HFRP Tail Coat			HFRP Tail Coat Tails coat per Quote #2614MNVILL Spec ID MNWILL00036	34	\$2,095.00	\$71,230.00
HFRP Tail Pant			HFRP Tail Pant Tails Pant per Quote # 2614MNVILL Spec ID MNWILL0037	34	\$1,439.60	\$48,946.40

This quote includes special incentives. All 34 sets must be purchased to retain this price.

Subtotal \$120,176.40

Freight not included in prices shown.

Shipping Cost \$0.00

Options:

Tax Total \$0.00

For Coat WITHOUT Core Particulate Shield, deduct \$110.00 per coat.

Total \$120,176.40

For Pant WITHOUT telescoping particulate shield deduct \$34.00 per pant.

This Quotation is subject to any applicable sales tax and shipping & handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



QT1678877

Globe

G-Extreme

3.0 Gear

Pricing

JPA HGAC Coat G-Extreme 3.0 -
\$2154.17 (Black or Gold)

JPA HGAC Pant G-Extreme 3.0 -
\$1,623.08 (Black or Gold)

Total JPA HGAC G-Extreme 3.0 Coat
& Pant - \$3,777.25 (Black or Gold)



City Council Action Request

Council Meeting Date:	April 3, 2023	Agenda Item Number:	9.E.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	No	Prepared By:	Kyle Box, City Operations Director
Ordinance:	No	Presented By:	Kyle Box, City Operations Director
Item:	City of Willmar Rebranding Request for Proposals		

RECOMMENDED ACTION:

That the Council allows staff to release a City of Willmar Rebranding Request for Proposal.

OVERVIEW:

City staff would like to request proposals from qualified consultants to research, create, develop, and help generate an implementation plan for a City branding initiative for the City of Willmar. The proposed branding program would be used in the following ways:

- The new brand strategy will be the beacon that guides all aspects of how the City presents itself, unifies stakeholders to deploy the brand, and consistently offers superior experiences.
- Build awareness of internal and external stakeholders by providing an established and seamless image across all participating entities.
- Provide a branding icon and a tagline(s).
- Aid in producing tangible results for economic development, tourism, quality of life, etc. The branding platform is meant to harmonize the marketing of businesses, recruitment of employment, special events, City government, tourism, and historical and recreational amenities. The intent is to have a unifying theme and message about the Willmar community, which differentiates Willmar from similar cities and serves to attract visitors and businesses to Willmar.

The City Council adopted the red “W” logo as the official City logo in the 1990s, and it has been used ever since. Various Department logos were developed independently by each respective department since there were no brand style guide standards when the logo was created. There was not a brand development strategy at the time the first City logo was created.

The desired outcomes are to develop a brand that truly reflects the City at this stage in its history; uniformity, community identity and pride, community and economic development promotion, flexibility, and endorsement.

BUDGETARY/FISCAL ISSUES:

N/A

ALTERNATIVES TO CONSIDER:

Request additional information

ATTACHMENTS:

1. Willmar, MN_Rebranding



WILLMAR

333 SW 6TH ST
WILLMAR, MN 56201
PHONE 320-235-4913
FAX 320-235-4917

Request for Proposal City Branding

The City of Willmar requests proposals by qualified consultants to research, create, develop, and help generate an implementation plan for a City branding initiative for the City of Willmar. Responses to this Request for Proposals (RFP) will provide the City with the information required to assess, evaluate, and select a consultant based on prior experience, qualifications, methodology, approach, and work performed in similarly sized communities. It is important to note that this is a City branding initiative rather than an initiative to brand any one particular department. Respondents should be aware that this initiative is a priority for the City and that it is a strategic management tool and much more than a new logo or catchy tagline.

The branding program will be used in the following ways:

- The new brand strategy will be the beacon that guides all aspects of how the City presents itself, unifies stakeholders to deploy the brand, and consistently offers superior experiences.
- Build awareness of internal and external stakeholders by providing an established and seamless image across all participating entities.
- Provide a branding icon and a tagline(s).
- Aid in producing tangible results for economic development, tourism, quality of life, etc. The branding platform is meant to harmonize the marketing of businesses, recruitment of employment, special events, City government, tourism, and historical and recreational amenities. The intent is to have a unifying theme and message about the Willmar community, which differentiates Willmar from similar cities and serves to attract visitors and businesses to Willmar.

The Consultant selected will be expected to provide multiple branding concepts and be prepared for revisions of the chosen brand concept. The brand identity will need to be effective in representing Willmar in any context, enhance the perception of Willmar, and develop a feeling of community pride and ownership.

Upon project completion, the Consultant is expected to provide the logo and any other materials available in editable files for use in websites, publications, etc. Any logos and materials will be owned by the City of Willmar and its partners and may only be used for the purposes defined in the brand standards.

Introduction

Surrounded by lakes, rolling hills, and rich farmland, Willmar is located 100 miles west of the Saint Paul-Minneapolis metropolitan area. Covering 15.95 square miles, the city has an estimated population of 21,076 and is projected to continue to grow by 2,685 people by 2030.

With all of the friendly neighborliness of a small town, Willmar is the county seat and largest city in Kandiyohi County and is a regional center for business, healthcare, technology, education, and shopping. Willmar is also the fastest-growing multicultural city outside the Saint Paul-Minneapolis metropolitan area. Willmar has a diversified economic base; agricultural production and agri-business are the chief industries of the city and surrounding area. Willmar was also designated an All-America City in 2005 and is a designated Main Street community.

Branding Overview:

The objective of this branding project is to create a new identity for Willmar and all of the city departments to adopt and utilize one brand for messaging. Below you will find a few of the existing logos that are being used. Additional variations of the logos below are used depending on the department.



The City Council adopted the red "W" logo as the official City logo in the 1990s, and it has been used ever since. Various Department logos were developed independently by each respective department since there were no brand style guide standards when the logo was created. There was not a brand development strategy when the first City logo was created.

Desired Outcomes:

The City is interested in developing a brand that truly reflects the City at this stage in its history.

This contract will result in an implementable brand image and marketing campaign that will draw out the unique character and advantages of the community. The brand image shall positively change the perception of the community and create community pride. The brand image will include but is not limited to, logos design, messages, brand platforms, visual graphics, apparel, and other applicable graphics.

The City hopes to solicit opinions and feedback from local and regional stakeholders, city staff, and City Council members throughout this process. Local business owners and residents will also contribute to this project by providing input for the consultant, which will help develop the brand, contribute to its identity, and for them to serve as brand ambassadors. The stakeholder groups identified by the City will be provided to the consultant before the project begins.

The City of Willmar requests a proposal that exemplifies the primary goals and objectives to be achieved by the branding initiative and the process, which are as follows:

- **Uniformity:** The brand should convey a common message and image to audiences within and outside the City of Willmar. All City departments will adopt the new brand.
- **Community Identity/ Pride:** Identify and promote what makes the City of Willmar distinct and appealing in a regionally competitive environment for investors, businesses, retailers, visitors, and residents.
- **Community and Economic Development Promotion:** Promote a healthy economy, attract private investment, attract new businesses, and help retain critical businesses. A defined message that will market the City of Willmar locally, regionally, and statewide as a great place to live, work, play, and do business; the right place for development, redevelopment, and investment; the perfect mix for a business-friendly community.
- **Flexibility:** The brand must be flexible and adaptable in order to meet the needs of a variety of City departments and municipal functions within the City of Willmar as well as groups and businesses within the overall brand. It must be flexible enough to grow and evolve with any changes in the market.
- **Endorsement:** The new City brand must be authentic and resonate with citizens, businesses, employees, and community groups within the City of Willmar and throughout the region in order to gain the broadest possible support for the initiatives. The brand must be relevant to the City of Willmar and reflect the desire to move forward.

In addition to the above-mentioned areas, the City requests that the Proposers include additional ideas for services and/or business opportunities that would benefit the City.

Project Scope:

An appointed steering committee will collaborate with the chosen consultant to oversee and consult on the process. The successful partner will have creative excellence in brand research, design, development, and implementation.

The partnering agency will conduct research, develop several branding options, and establish an implementation schedule. Expected services include conducting quantitative and qualitative research, analyzing results, creative development, and identifying a strong, unique, complementary, and differentiated brand that captures both a forward-thinking feel and the historic nature of Willmar. The Data Gathering Process should include the following:

1. Brand & Message Development:

- a. The selected firm will create visual elements, messaging, and brand expression that channels voices from the community to capture the uniqueness of the City of Willmar. The selected firm will create a design logo that effectively communicates the identity of the City and messaging that connects with community members in a memorable way. The design logo and messaging should allow for flexibility so that they may be used by all departments and for all programs and services and offer complementary branding options for the Willmar Lakes Area Chamber of Commerce, Willmar Lakes Area Convention and Visitors Bureau, Kandiyohi County & City of Willmar Economic Development Commission.

2. Deliverables:

- a. Minimum monthly reports outlining significant meetings, discussions, actions, and results.
- b. Visual elements guide and graphic standards, including logo and fonts.
- c. Templates for common needs, such as signage, brochures, PowerPoint, report covers, letterhead, business cards, memos, etc.
- d. Message development, including theme idea and story, including two rounds of revisions.
- e. Creative conception and development, including three brand concepts, including two rounds of revisions.
- f. Creation of brand guidelines.
- g. Implementation matrix for brand identity applications and brand identity maintenance plan.
- h. Detailed implementation plan based on research results.
- i. Detailed budget breakdown for research, design, and implementation.
- j. Presentation of each deliverable.
- k. Final written report outlining project details.

3. Strategic Brand Implementation and Community Engagement:

- a. This task will define the activities designed to effectively establish Willmar's new brand identity, as well as identify ongoing strategies for communicating, maintaining, and enhancing the brand's value over the first three years following the introduction. The strategies should:
 - i. Prioritize short-term and long-term strategies and tactics, including a timeline.
 - ii. Employ a variety of communication tools.
 - iii. Engage residents, downtown businesses, and local community leaders.
 - iv. Enable target audiences to connect and interact with Willmar and use feedback to further build Willmar's brand.
 - v. Provide opportunities for target audiences to become advocates.
 - vi. Effectively tell the "Willmar story."

Submittal:

The brand identity for the City of Willmar should convey Willmar's assets and unique qualities in a way that is authentic, concise, and memorable. It will describe who we are, what we do, and why we do it. The following should be submitted with all proposals.

1. A formal cover letter including:
 - a. **Firm profile.** The proposal should provide a complete and concise description of the firm's ability to meet the requirements of this RFP.
 - b. **Project understanding.** The proposal should be knowledgeable about the City of Willmar, its amenities, and its relationship with Kandiyohi County, surrounding communities, and partners.
 - c. **Proposal budget.** Include a summary of costs and fees based on the deliverables previously noted above. Provide a budget for each individual task as an independent project and an aggregated budget for the entire project. All overhead costs (including travel and vehicle mileage) should be included in the basic fee. Any optional services the consultant recommends may be included but should be priced separately.
 - d. **Project schedule.** Include a proposed schedule for the product delivery broken down by each of the tasks previously listed above.
 - e. **Minimum Qualifications.** The selected firm must have experience formulating new brands based on research-driven methodology combined with informational insights provided by stakeholders through a public engagement process. Experience working with municipalities and/or government clients is a plus.
 - f. **References.** Include three (3) references and at least two (2) summary samples of completed projects with detailed photographic, print, and digital records.

2. Proposals are due via mail or hand delivered by 3 p.m. on May 8, 2023. Please submit to:

City of Willmar - Administration
333 6th Street SW
Willmar, MN 56201

Requests for documents, questions, or inquiries to:

Kyle Box
City Operations Director
320-214-5172
kbox@willmarmn.gov

The City of Willmar holds no responsibility for proposals received after the deadline due to delays in the mail.

Project Evaluation:

The following criteria will be used in the consideration of proposals:

1. Quality and completeness of the proposal.
2. Design firm qualifications demonstrated experience with similar projects and references.
3. Proposed cost for this project and recommended implementation strategies.
4. Project approach, detail of proposed methodology, and ability to produce deliverables.
5. Ability to develop a clean, fresh look that communicates to diverse audiences across multiple platforms.

All firms will be afforded equal opportunity to submit proposals in response to this request and will not be discriminated against in consideration for the award on the basis of race, religion, color, sex, gender identity, creed, marital status, ancestry, physical or mental disability, medical condition, sexual orientation, national origin, age, or any other consideration made unlawful by federal, state or local laws.

The City of Willmar reserves the right to accept or reject any or all of the proposals generated from this RFP to the respondent that presents a proposal that best meets the specifications listed and represents the most beneficial procurement as determined by the City. The City also reserves the right to modify any requirements, terms, or conditions as outlined in this RFP when such modification is in the City's best interest. Issuance of this RFP does not obligate the City to award a contract, nor is the City liable for any costs incurred by the proponent in the preparation and submittal of the proposal.



City Council Action Request

Council Meeting Date:	April 3, 2023	Agenda Item Number:	9.F.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Brittany Searle, Administrative Assistant
Ordinance:	No	Presented By:	Judy Thompson, City Clerk
Item:	Resolution to Acknowledge Donations for First Quarter 2023		

RECOMMENDED ACTION:

Motion to Adopt Resolution approving donations for first quarter 2023.

OVERVIEW:

The City regularly receives donations and pursuant to former adopted Council action, allows staff to promptly send a thank you letter and formally approve the donations quarterly. Attached is the resolution acknowledging the first quarter donations for 2023.

BUDGETARY/FISCAL ISSUES:

Donation Total - \$1,550.00

ALTERNATIVES TO CONSIDER:

None recommended

ATTACHMENTS:

1. 2023-xxx Q1 Donations

RESOLUTION NO.
ACKNOWLEDGEMENT OF
DONATIONS

Motion By: _____

Second By:_____

WHEREAS, the City of Willmar has received donations which have been acknowledged by the City Administrator expressing the community's appreciation for the period of January 1, 2023, thru March 31, 2023.

<u>Amount</u>	<u>From</u>	<u>For/Purpose</u>
\$500.00	TruJourney Advisors	Parks and Recreation, Intramural Basketball
\$500.00	Quality Title of Willmar, INC	Parks and Recreation, Intramural Basketball
\$150.00	Iron Warriors Motorcycle Club	Willmar Police Explorers
\$150.00	Iron Warriors Motorcycle Club	Willmar Fire Department
\$250.00	Marcus Construction	Parks and Recreation, Little Cardinals Rec Soccer

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar, Minnesota that the City formally accept the donations as listed below:

Dated this 3rd day of April 2023

MAYOR

Attest:

CITY CLERK